

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

Licensing Act 2003

Statement of Licensing Policy March 2011

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STATEMENT OF LICENSING POLICY

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1. INTRODUCTION

- 1.1 Rotherham lies on the River Don, at its confluence with the River Rother, between Sheffield and Doncaster and is surrounded by several smaller settlements which together form the wider Metropolitan Borough of Rotherham.

Rotherham itself was founded in the Early Middle Ages and established itself as a key Saxon market town. By the turn of the 16th Century Rotherham was home to the first brick building in what is now known as South Yorkshire in the form of 'The College of Jesus' which rivalled the colleges in Oxford and Cambridge and this along with the parish church of All Saints made Rotherham an enviable and modern town.

Rotherham's industrial heritage lies with the coal, iron and steel industries as well as the manufacturing of glass and the milling of flour.

Since 2007 the town has started to rejuvenate itself in the form of the 'Rotherham Renaissance' which has included the construction of new buildings including apartments and retail units as well as the renovation of existing buildings with architectural significance in the town such as the Imperial Buildings. As of June 2009, two of the largest buildings 'The Old Market' on Domine Lane, an apartment and shopping building is open and dominates the skyline of the town centre alongside the completed Keppel Wharf which is mixed apartment and retail space.

A new Civic Quarter is now under construction which will include new offices for the local authority, Rotherham United are moving back into the town to play their football at a new 12,000 seater community stadium which will be to the rear of the Council Offices and a new cultural quarter including a new theatre, library and arts centre is to be established on Forge Island.

Rotherham is also home to one of Yorkshire's most visited tourist attractions, Magna, the UK's first science and adventure centre which also hosts a number of highly successful entertainment events which include live concerts and dance events.

Rotherham is home to some of the countries most highly regarded leisure and nightlife providers and is a popular destination for the provision of food, drink, cultural activities and entertainment. The Council recognises that licensed premises in the district are a major contributor to employment and in attracting visitors, making Rotherham a vibrant town and community.

Beyond the town centre and away from the Don Valley, the Rotherham District is largely rural, containing a mixture of farming and mining communities as well as the large Wentworth Woodhouse Estate, where the last surviving kiln of the Rockingham Pottery can be seen.

With a population of around 248,000 people the Rotherham Borough is made up of a vibrant mix of people, cultures and communities and the aim of the Authority is to make the Borough a pleasant, safe and prosperous place in which to live, work, learn and relax.

There is a strong commitment across the borough to work together for the benefit of all Rotherham communities. The Council leads on development of a community strategy, working in partnership with other public sector organisations, private companies and voluntary and community groups. The strategy aims to promote the social, economic and environmental success of the Rotherham Borough.

- 1.2 Rotherham Council has carried out a comprehensive consultation process prior to and during the writing of its Licensing Policy document. This process will continue in accordance with the Act.
- 1.3 This document sets out Rotherham's Licensing Policy, which will guide the Licensing Committee when considering applications for the sale and supply of alcohol, regulated entertainment, late night refreshment, cinematographic and theatrical performances.
- 1.4 This document should be read in conjunction with the licensing authority's Licensing Guidance Notes, Codes of Practice and Pool of Standard Conditions Document.

THE LICENSING OBJECTIVES

- 1.5 The aim of this Licensing Policy is to promote the licensing objectives which are:
 - The prevention of crime and disorder
 - Public safety;
 - The prevention of public nuisance;
 - The protection of children from harm

The Licensing Policy will be applied with a view to promoting these four objectives.

The licensing authority will seek to encourage a sustainable entertainment and leisure industry.

- 1.6 The policy aims to provide guidance to applicants, objectors and all interested parties on the general approach to licensing in the borough. Although each and every application will be dealt with separately and on its own individual merits, the licensing authority in writing this policy is offering guidance on the wider considerations that will be taken into account.
- 1.7 The policy will be reviewed at least every three years, and/or if any amendments and/or additions are required to the policy at any time within those three years.
- 1.8 The policy document and guidance contained therein which are appropriate to Rotherham are intended for the guidance of the Licensing Committee as well as to assist applicants in presenting their applications.
- 1.9 The policy is not intended to limit the power or fetter the discretion of the Licensing Committee who will listen to and determine on its merits any application placed before them.
- 1.10 The licensing authority takes a positive approach to licensing and regulation of events and activities. It recognises the important role that well regulated, varied and safe entertainment can play in promoting the vitality and viability of the district's town and village centres, particularly the evening economy. It is also aware that tastes and trends change over time and that, in the light of increasing competition within the entertainment industry, any licensing system must be sufficiently flexible and responsive to new initiatives from the licensing industry and individuals.

- 1.11 In light of the above, the licensing authority, as Licensing Authority, has adopted a tailored Licensing Enforcement Policy (attached at Appendix L). The enforcement policy should therefore be considered as complimentary to the Licensing Policy.
- 1.12 The licensing authority is aware of the statistical link between places selling alcohol and providing entertainment and incidents of crime and disorder throughout the borough and is seeking to address these with South Yorkshire Police and other agencies through the Safer Rotherham Partnership, such as NHS Rotherham.
- 1.13 Careful consideration has also been given to the Safe, Sensible, Social – The Next Steps in the National Alcohol Strategy published 5 June 2007 (information about this available on the Department of Health’s website at http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalasset/dh_075219.pdf), the Youth Alcohol Action Plan, published June 2008 by the Home Office <http://publications.dcsf.gov.uk/eOrderingDownload/Cm%207387.pdf> and to the licensing authority’s obligations under section 17 of the Crime and Disorder Act 1998.
- 1.14 This Statement of Licensing Policy complies with the licensing authority’s duties under the Licensing Act 2003 and account has been taken of guidance issued under section 182 of the Act.
- 1.15 The licensing authority recognises its obligations under the Race Relations (Amendment) Act 2000, and will ensure that the impact of the adoption of this statement of licensing policy on the promotion of race equality is properly monitored and assessed.
- 1.16 The European Convention on Human Rights makes it unlawful for a Local Authority to act in a way that is incompatible with a Convention right. In relation to this Statement of Licensing Policy the licensing authority has given regard to the European Convention on Human Rights and in particular:

Article 1 of the First Protocol – every person is entitled to the peaceful enjoyment of his her possession, including for example the possession, including for example the possession of a licence.

Article 6 – in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.

Article 8 – everyone has the right to respect for his or her home and private life.

Article 9 – Freedom of thought, conscience and religion.

Article 10 – Freedom of expression.

Article 11 – Freedom of assembly.

Article 14 – Prohibition of discrimination on relation to convention rights. This policy is not intended to override the right of any person to apply for the variety of permissions available under the 2003 Act and to have such applications considered on their individual merits. Similarly, the Policy is not intended to override the right of any person to make representations on an application or to seek a review of the licence where provision has been made for them to do so under the 2003 Act.

- 1.17 The licensing authority will also take account of other local Corporate and Action plans and strategies such as the Local Area Agreement, Directorate Strategic Overviews and Service Business Plans.

2. HOW THIS POLICY APPLIES

All applications for new premises licences or variations need to be supported by an operating schedule. The schedule must specify (amongst other things) the steps which the applicant proposes to promote each of the licensing objectives. Each of the licensing objectives is of equal importance, therefore it is important that the applicant gives each of the four objectives paramount consideration.

If no responsible or interested person lodges an objection (known as “relevant representation”) to the application, the licensing authority must grant the application as set out in the operating schedule, subject only to mandatory conditions under the Licensing Act 2003. The steps proposed by the applicant will become licence conditions. The licensing authority will have no discretion to refuse the application or alter or add to the conditions arising from the operating schedule.

Where however, there are relevant representations, then a hearing before a licensing sub-committee will normally follow. After the hearing, the sub-committee must, having regard to the representations, take such steps as it considers necessary to promote the licensing objectives. These may include refusing the application, or adding to or modifying conditions proposed in the operating schedule.

In exercising its discretion, the licensing sub-committee will have regard to (amongst other things) to this licensing policy. Therefore, in drawing up their operating schedule, applicants would be well advised to read this policy carefully. Where an operating schedule complies with this policy, it is generally less likely that an interested party or responsible authority will make representations about it. Therefore compliance with this policy is likely to assist the applicant to avoid delay and expense of a contested hearing, and the risk of a refusal or the addition of unwanted licence conditions.

This is not to say that an application which complies with the policy will necessarily be granted or that an application which does not comply with it will necessarily be refused. Where there have been relevant representations, the licensing authority will always consider the merits of the case, and interfere with the operating schedule only when, and to the extent, necessary to promote the licensing objectives. Nor will blanket or standard conditions be applied without regard to the merits of the individual case. So, for example, the licensing authority will not interfere with an operating schedule which does not comply with this policy where the steps proposed are sufficient to meet the licensing objectives in the individual circumstances of the case.

From July 2009, the Licensing Act 2003 has been amended by the insertion of sections 41A to 41C in relation to the minor variation process. This process accommodates for small variations which will not impact adversely on the licensing objectives. The process is simplified whereby there is no requirement to advertise in the newspaper or circular or copy it to responsible authorities. However, the applicant must display it on a white notice and displayed for a period of 10 working days starting on the working day after the minor variation application was given to the licensing authority. The licensing authority must consult with the relevant responsible authorities and the application must be determined within 15 working days. There is no right to a licensing hearing if the licensing authority receives any relevant representations from the responsible authorities or interested parties (as for a full variation or grant application).

However, the policy represents the licensing authority's view of the best means of securing the licensing objectives in most normal cases. It has been drawn up in consultation with other expert bodies and responsible authorities, together with community stakeholders. While the contents of the operating schedule are a matter for the applicant, where there is a representation to a schedule which departs from the policy, the licensing sub-committee will normally expect to be given good reason for the departure if it is to be asked to make an exception to the policy.

In this policy, there are a number of references to the licensing authority's requirements of applicants. As explained above, the policy is only engaged where the licensing authority has a discretion following the receipt of representations. In such cases, the licensing authority will not apply the policy rigidly, but will always have regard to the merits of the case with a view to promoting the licensing objectives.

Further, the policy will be used when dealing with a number of other matters. For example, where considering an application for review of a licence, the licensing authority is likely to view with concern premises, which are operated, in clear breach of the terms of this policy.

The contents of this section apply both to premises licences and club premises certificates.

3. SCOPE OF POLICY

3.1 The policy covers new applications, reviews, transfers and variations of licences for the following licensable activities:

- 1 The sale by retail of alcohol;
- 2 The supply of alcohol by or on behalf of a club to, or to the order of a member of that club;
- 3 The provision of regulated entertainment to the public, to club members or with a view to profit, such as:
 - A performance of a play
 - An exhibition of a film
 - An indoor sporting event
 - Boxing or Wrestling Entertainment
 - A performance of live music
 - Any playing of recorded music
 - A performance of dance
 - Provision of facilities for making music
 - Provision of facilities for dancing
- 4 The provision of late night refreshment, i.e. supply of hot food and/or drinks from any premises between 23.00 to 05.00.

3.2 There are a number of exemptions listed in Schedule 2 to the Act namely:

- Film exhibitions solely for the purpose of demonstrating any product, advertising goods or services or providing information, education or instruction or forming part of an exhibit for any museum or art gallery.
- Live or recorded music which is incidental to some other activity which is not a licensable activity.
- Receipt and playing of live television programmes.

- Entertainment or entertainment facilities for the purpose of or incidental to religious meetings or services, or at a place of public religious worship.
- Entertainment or entertainment facilities at a garden fete or similar which is not promoted with a view to private gain.
- Morris dancing or similar or live unamplified music which is an integral part of such a performance.
- Entertainment or entertainment facilities on board a vehicle which is moving.
- Hot food or drinks which contain alcohol, or are supplied free of charge, or are supplied by a registered charity or person authorised by a registered charity or supplied on a moving vehicle.
- Hot drinks supplied by a vending machine.

4 PROMOTION OF LICENSING OBJECTIVES

- 4.1 Where the licensing authority has discretion to deal with an application for a new licence, variation, transfer or review it will do so on the individual merits of the case and by reference to the four licensing objectives which are:-
- i) the prevention of crime and disorder;
 - ii) public safety;
 - iii) the prevention of public nuisance and
 - iv) the protection of children from harm.
- 4.2 Where relevant representations have been made the licensing authority may have no alternative but to refuse an application or to attach further conditions unless adequate proposals for addressing these issues are included in the operating schedule. The licensing authority will, as far as possible, assist applicants on how best to adequately address these matters (if this is possible) or advise where further advice and information can be obtained. The licensing authority wishes to encourage applicants to submit fully completed applications in order to reduce unnecessary delays and costs associated with returning application forms or the attendance at hearings.
- 4.3 Various factors need to be considered when addressing licensing objectives and the weight attached to each objective will vary depending on the circumstances. Relevant factors will include the size, facilities, design or state of repair (where this may impact in public safety) of the proposed premises; the type and frequency of entertainment to be provided; the location of the premises and its proximity to such places as offices, schools, religious establishments and residential property; and access to public transport or off street parking (where this may be an issue), although this is not an exhaustive list. Applicants will only be expected to address issues that are in their direct control but encouraged to co-operate with official agencies in establishing precautions for minimising any disturbance etc caused by patrons away from licensed premises.
- 4.4 Where the responsible authorities and interested parties do not raise any representations about the application made to the licensing authority, it is the duty of the licensing authority to grant the licence or certificate subject only to conditions that are consistent with the operating schedule or club operating schedule and any mandatory conditions prescribed by the Act.
- 4.5 The licensing authority may not therefore impose any conditions unless its discretion has been engaged following the making of relevant representations and

it has been satisfied at a hearing of the necessity to impose conditions due to the representations raised. It may then only impose such conditions as are necessary to promote the licensing objectives arising out of the consideration of the representations.

5 THE PREVENTION OF CRIME AND DISORDER

5.1 In accordance with the Crime and Disorder Act 1998, the Violent Crime Reduction Act 2006 and the Licensing Objectives the licensing authority will have regard to the likely effect of the exercise of its licensing function on, and do all it can to prevent crime and disorder throughout the borough. In so doing the licensing authority will have regard to the likely impact of licensing and related crime and disorder in the borough when considering the location, operation and management of all proposed licence applications, reviews and variations, when its discretion has been engaged.

5.2 An applicant will be expected to demonstrate in his Operating Schedule how he intends to promote the prevention of crime and disorder. The licensing authority will only expect applicants to take such action or precautions that are in their control, but would normally expect applicants to have taken appropriate advice from the Police before making their application. All applicants are therefore advised to seek advice and guidance from South Yorkshire Police and look to the Police as the main source of advice in relation to Crime and Disorder when addressing these issues. Applicants are also advised to take account of local planning and transport policies, tourism, cultural implications and crime prevention strategies. Details of where these policies can be viewed can be found in the Guidance to Applicants.

Crime prevention measures will where appropriate include suitable training of all bar staff and security personnel to prevent the use and supply of drugs and other illegal substances within the licensed premises and to ensure that incidents of crime and disorder in the premises are reduced to a minimum.

5.3 Applicants for personal licences will be expected to have both knowledge of the relevant licensing law and also the practical implications of how this relates to their responsibilities.

5.4 Applicants for premises licences will be expected to be fully aware of their legal responsibilities for ensuring adequate supervision and management of licensed activities at all times. They will also be expected to consider issues relating to 'designing out' potential problems. These may, where appropriate, include provision of appropriate lighting outside the premises, installation of CCTV cameras, non-shatter glass on windows etc.

5.5 All door staff working wither under contract for a security company or employed 'in-house' will be required to be registered under the Private Security Industry Act 2001 and regulated by the Security Industry Authority. Door staff are defined as those responsible for security, protection, screening the suitability of persons entering the premises or conflict management in places such as pubs, clubs and other licensed premises open to the public. Further information can be found at <http://www.the-sia.org.uk>.

5.6 Applicants are also expected to address the issue of how to anticipate and minimise any potential disorder that might be caused in the vicinity of their premises. Issues concerning liaison with local bus, taxi and private hire companies should be considered both as a means of preventing public nuisance and crime and disorder on departure and also as a way of promoting the safety of their own

staff. The licensing authority will primarily focus on the direct impact of the activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned when addressing the prevention of crime and disorder in their application. The licensing authority acknowledges that licensing law is not the primary mechanism for general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned, although it is a key aspect of such control.

- 5.7 The licensing authority expects that under normal circumstances the person responsible for any premises where alcohol is available for sale or supply and consumption on those premises will be a member of the Rotherham Licence watch scheme or similar scheme approved by the licensing authority and South Yorkshire Police. The Rotherham Licence Watch Scheme is designed to discourage troublemakers from pubs and clubs throughout the borough by information sharing and is a useful body to represent licensees.
- 5.8 The licensing authority expects applicants to state within their Operating Schedule the occasions (if any) on which they determine the need to use toughened glass or polycarbonate glasses in their premises to limit sale and supply of bottled drinks to diners at tables.
- 5.9 The licensing authority expects applicants to provide secure storage for used/discarded drinks bottles to prevent their use as offensive weapons.
- 5.10 The licensing authority expects a risk assessment to be carried out in relation to dance floors to ensure a safe environment. The risk assessment should normally consider adequate supervision of dancers, a safe location for the DJ or band and use of special effects and lighting.
- 5.11 To further assist in the promotion of the crime prevention objective, further conditions may be attached to a premises licence. Such conditions will normally arise out of the applicant's operating schedule and/or be drawn from the licensing authority's model pool of conditions as may be appropriate for the particular premises.

6 PUBLIC SAFETY

- 6.1 The licensing authority recognises that different types of premises will present differing issues of public safety. For example, the safety considerations of public houses, nightclubs, restaurants, hotels (with entertainment), theatres and cinemas will raise issues peculiar to them. However, there are also many common themes. The licensing authority will work with South Yorkshire Fire and Rescue and other agencies to secure consistency and a standardised method of carrying out risk assessments which may be used where appropriate and in particular will refer to the Regulatory Reform (Fire Safety) Order 2005 and its requirements. Information leaflets are available from South Yorkshire Fire and Rescue.
- 6.2 However, the prime responsibility for securing the safety and well being of their customers and staff is placed on those providing entertainment, refreshment or events. Operating schedules are therefore expected to identify both the risks and precautions that will need to be taken to minimise or eliminate these. Guidance notes to assist applicants can be found in the appendices to this Policy.

- 6.3 Any conditions the licensing authority may need to attach to licences to address safety issues will seek to secure the most cost effective solution without prejudicing public safety, taking account of the nature of the premises and the scale or type of entertainment to be provided.
- 6.4 The licensing authority recognises that there are five key areas to address in ensuring the environment for a dance event is safe:
- Prevention of overcrowding
 - Air conditioning and ventilation
 - Availability of drinking water
 - Further measures to combat overheating
 - Overall safety

Applicants who intend to promote this type of entertainment are therefore expected to give details of how they intend to address each of these areas. Further information and advice can be obtained from the Safer Clubbing Guide, published by the Home Office in conjunction with the Department of Health and the Department of Culture Media and Sport. This guide can be viewed at www.drugs.gov.uk

- 6.5 Applicants are also expected to address positively the need to secure reasonable access and safety for people with disabilities who wish to visit their premises. In this regard licensees are reminded of their obligations under the Disability Discrimination Act 1995.
- 6.6 Specific types of adjustments licensees should consider in order to comply with their obligations under the Act, depending on the type of premises concerned include:
- Making adjustments to the premises such as improving access routes and ensuring that they are free of clutter or redecorating part of their premises to provide better contrast to someone with a visual impairment;
 - Providing appropriate or additional training for staff who may come into contact with customers to help them provide services for people with different types of disabilities;
 - Acquiring or using modified equipment, for example a telephone with text display for use by deaf customers; and
 - Making service literature and instructions more accessible for example providing a Braille version for blind customers and ensuring service, reception and payment points are designed to facilitate ease of use by all;
 - Accessible sanitary provisions
- 6.7 For further information, reference should be made to the Department of Education and Employment document "Disability Discrimination Act 1995 – Overcoming Physical Barriers to Access for Disabled Customers, A Practical Guide for Smaller Service Providers". Further guidance and assistance to help service providers meet the general needs of disabled customers in meeting the requirements of the Disability Discrimination Act is available from the Disability Rights Commission website at www.drc-gb.org.
- 6.8 Where relevant representations have been received the licensing authority may require evidence that items in respect of the building structure included in Appendix G have been considered by a suitably qualified person. In order to avoid relevant representations, applicants may consider the provision of relevant safety certificates such as Electrical Safety Certificates, Gas Certificates, Fire Safety

Certification, appropriate Risk Assessments and/or policy documentation including safe capacities appropriate for the type of premise and its usage.

- 6.9 The licensing authority encourages adequate numbers of appropriately trained first aid staff to be on the premises. Where first aiders are employed they must be qualified to a standard recognised by a voluntary service organisation such as St Johns Ambulance, if they are to treat members of the public. Arrangements must be in place for ongoing first aid training and adequate medical supplies to be available.
- 6.10 Where its discretion is engaged the licensing authority may attach conditions to licences to promote the Public Safety Objective. These conditions will be based on the applicant's operating schedule and/or drawn from the model pool of conditions relating to this objective.
- 6.11 Attached to this policy at appendix H is a guidance note in relation to your obligations under Health and Safety at Work provisions.
- 6.12 Attached to this Policy at Appendix E is a Useful Contacts section where you will find the details of the licensing authority's Health and Safety at Work enforcement section, Building Control and South Yorkshire Fire and Rescue.
- 6.13 Attached to this policy at Appendix G is a guidance note in relation to Fire Safety.

7 THE PREVENTION OF PUBLIC NUISANCE

- 7.1 In accordance with the Clean Neighbourhoods & Environmental Act 2005 and the Anti-Social Behaviour Act 2003, Public Order Act s5 and the licensing objectives the licensing authority will have regard to the likely effect of the exercise of its' licensing function on, and all it can do to prevent public nuisance.
- 7.2 The licensing authority accepts that different people may have differing levels of tolerance to the unavoidable ordinary activity involved in the provision of entertainment or refreshment. The licensing authority also acknowledges the role that a vibrant and varied entertainment scene can have in promoting tourism, leisure opportunities, and on the local economy.
- 7.3 The licensing authority will however, look carefully at the impact of licensed premises and events with regards to potential noise and disturbance to nearby local residents or businesses. It is also recognised that the later the entertainment takes place, the greater will be the need to take steps to ensure that activities do not cause unreasonable disturbance.
- 7.4 Applicants are therefore expected to consider such factors as noise insulation, noise attenuation measures, the positioning of amplification equipment etc. Advice on such issues can be obtained from the licensing authority's Community Protection Officers. The licensing authority considers that prevention is better than the cure and it may be possible to design measures for minimising disturbance and therefore complaints about noise pollution.
- 7.5 Applicants will also be expected to address the issue of encouraging orderly conduct of customers leaving their premises. Properly trained door and other staff can assist in this and may be required by condition of licence. Appropriate announcements or reminder notices may also be of assistance. The establishment of good working relationships with transport operators can also often assist in encouraging clientele to leave their premises in an orderly manner.

- 7.6 The licensing authority strongly recommends that operators establish good communication links with the Police to ensure that where difficult situations develop inside premises and are likely to cause disturbances outside, that preventative action can be taken before the problem arises. There is already in existence a Radio link system (contact details at Appendix E) and applicants are expected to demonstrate whether such systems would be required.
- 7.7 Where its discretion is engaged the licensing authority will seek to balance the rights of local residents and others with those wishing to provide entertainment or other activities. Conditions will be attached and, where necessary, tailored to address public nuisance issues that may arise in particular premises.
- 7.8 In determining licence applications where relevant representations have been received, the licensing authority will consider the adequacy of measures proposed to deal with the potential for undue disturbance, public nuisance and/or anti-social behaviour having regard to all the circumstances of the application (including the combinations of licensable activities). The licensing authority will particularly consider:-

The steps taken or proposed to be taken by the applicant to prevent noise and vibration escaping both from the premises and from external sources under the control of the licensee. These may include:-

- Amplified and non-amplified levels;
- Singing and speech;
- Disposal to waste and bottle bins;
- Plant and machinery;
- Food preparation, the cleaning of premises and equipment;

Measures to combat this may include the installation/adoption of soundproofing, air conditioning, to allow windows to be kept closed, sound limitation devices, cooling down periods with reduced music levels at the end of the night and adopting hours of operation appropriate to the activities in question and the location.

- The use of gardens, play areas, car parks, access roads, other open-air areas and temporary structures.
- The steps taken or proposed to be taken by the applicant to prevent disturbance by customers arriving or leaving the premises, including the consideration of the cumulative effect of this might have in areas with other licensed premises nearby. This will be of greater importance between 11 pm and 7 am than at other times of the day.
- The steps taken or proposed by the applicant to prevent queuing (either by pedestrian or vehicles). If some queuing is inevitable then they should be formed away from neighbouring premises or be otherwise managed to prevent disturbance or obstruction, for example, making provision for queuing inside the premises;
- The steps taken or proposed by the applicant to ensure staff leave the premises quietly;

- The arrangements made or proposed for parking by patrons and the effect of parking by patrons on local residents including the slamming of vehicle doors, vehicle horns, vehicle stereos, noise from engines idling, and vehicle exhaust fumes;
- The arrangements for liaising with providers of public transport during the proposed hours of opening (including taxis and private hire vehicle operators);
- Whether the licensed taxi or private hire vehicles serving patrons are likely to disturb local residents and the measures proposed by the applicant to prevent disturbance from this source;
- The installation of any special measures where licensed premises are or are proposed to be located near sensitive premises such as nursing homes, hospitals, hospices or places of worship;
- The suitability of delivery and collection areas and the times, frequency and method of operation, to the extent that these facilities are in the control of the licensee;
- The location of external lighting (including security lighting that is installed inappropriately) and the siting and operation of internal or external illuminated displays or illuminated advertising;
- Whether the premises would lead to increased refuse storage or disposal problems, including additional litter (e.g. fly posters, illegal placards, food waste and food packaging, cans, bottles, advertising 'flyers') in the vicinity of the premises and the measures proposed by the applicant to control this;
- The steps taken to prevent the release of odours passing to neighbouring premises.

7.7 Where the considerations apply to late-night refreshment premises, they shall only be taken to apply to their operation between the hours of 11 pm and 5 am when a premises licence would be required.

7.8 In considering applications from pubs, clubs and similar premises/activities the licensing authority will have regard to the guidance provided in the "Good Practice Guide on the Control of Noise from Pubs and Clubs" published by the Institute of Acoustics, 77A St Peter's Street, St Albans, Hertfordshire AL1 3BN (Tel 01727 848195) March 2003.

7.9 Applicants are advised to seek guidance from a suitably competent noise consultant.

7.10 Where its discretion is engaged the licensing authority may attach conditions to licences to prevent public nuisance. These conditions will be based on the applicant's operating schedule and drawn from the model pool of conditions relating to this objective.

7.11 Attached to this policy at Appendix I is a guidance note in relation to the reduction of noise.

7.12 Attached to this policy at Appendix E is a Useful Contacts section where you will find the details of the Community Protection Team of the Council.

8 PROTECTION OF CHILDREN FROM HARM

- 8.1 The wide range of premises that will fall to be licensed under this Act means that children will visit many of these either as part of a family group or on their own.
- 8.2 The licensing authority, in addition to the usual consultees, will consult with the Rotherham Safeguarding Children Board or any other similar agency, which in the opinion of the licensing authority are to be consulted, on any application where concerns are raised regarding access for children.
- 8.3 Where children are to be admitted to the premises the provision of extra resources or measures to ensure their safety, may include Criminal Records Bureau checks for staff, extra staffing or stewarding etc, risk assessments and clear notification of the times and the areas of the premises to which the children will be admitted.
- 8.4 When deciding whether to limit access to children or not following receipt of relevant representations the licensing authority will judge each application on its own individual merits. Examples that may give rise to concern in respect of children would include premises:-
- Where entertainment of an adult or sexual nature is provided
 - Where there is a strong element of gambling taking place
 - With a known association with drug taking or dealing
 - Where there have been convictions for serving alcohol to those under 18
 - With a reputation for underage drinking
- 8.5 Where a large number of children are likely to be present on any licensed premises, for example, a children's discotheque, show or pantomime, then conditions may be imposed requiring the presence of an appropriate number of adult staff to ensure their safety and protection, if relevant representations have been received. Applicants are advised to ensure that all adults employed or involved with supervision or management have received the necessary Police checks.
- 8.6 The options available for limiting access by children would include –
- A limit on the hours when children may be present
 - A limitation or exclusion when certain activities are taking place
 - The requirement to be accompanied by an adult
 - Access may be limited to parts of the premises
 - An age limit (for under 18s)
- 8.7 The licensing authority will not impose any condition that specifically requires access for children to be provided at any premises. Where no restriction or limitation is imposed the issue of access will remain a matter for the discretion of the individual licensee or club.
- 8.8 It is advisable that applicants carry out their own risk assessment to encompass all premises and activities to be undertaken and seek the views of the key responsible authorities including

South Yorkshire Police
South Yorkshire Fire and Rescue

Council Services: Community Protection
 Building Consultancy

Details of how to contact these agencies can be found in Appendix E, useful contacts.

Children and Cinemas

- 8.9 The licensing authority will require licensees to ensure in the case of premises giving film exhibitions that children will be restricted from viewing films unless that film is classified for that age group by the British Board of Film Classification (BBFC) or the licensing authority.

Proof of Age Scheme

- 8.10 Licensees should note that the licensing authority are concerned that under 18s are frequently involved in drink related disorder. The licensing authority recommends that all licensees ask for proof of age if they are uncertain as to the age of the customer. The licensing authority supports the use of proof of age schemes which carry the PASS hologram logo such as 'Challenge 21'. Licensees are strongly recommended to ensure that there are prominently displayed in licensed premises 'under 18' warning signs. The licensing authority expect that all staff responsible for the sale of alcohol receive information and advice on the licensing laws relating children and young persons in licensed premises.

The licensing authority, South Yorkshire Police and Rotherham Trading Standards are committed to the creation of a "no card, no sale" climate throughout the Borough.

- 8.11 Licensees must be aware that if they are convicted of an illegal sale their licence may be reviewed.

Staffing Levels

- 8.12 Where any regulated entertainment is taking place, when that entertainment is provided wholly or mainly for children, the number of attendants to assist persons entering or leaving the premises (excluding the licensee and/or the premises supervisor) must be stated in the operating schedule and must be of a level to ensure the safety of those attending the premises. Numbers of attendants required is stated in the Guidance as 1 per area occupied by the children + 1 per exit. In addition the licensing authority would normally expect a minimum ratio of 1 attendant to 30 children or part thereof.
- 8.13 The licensing authority may attach conditions to licences to protect children from harm, where its discretion has been engaged. These conditions will be based on the applicant's operating scheme and/or drawn from the model pool of conditions relating to this objective.
- 8.14 Attached to this policy at appendix J is a guidance note in relation to the protection of children from harm.
- 8.15 Attached to this policy at Appendix E is a Useful Contacts section where you will find details of the licensing authority's Child Protection Section.

9 SPECIAL EVENTS IN THE OPEN AIR OR IN TEMPORARY STRUCTURES

- 9.1 The licensing authority is keen to encourage and promote live musical and similar entertainment in the open air or in temporary structures for example marquees etc. Such events can provide opportunities for community involvement and civic pride and can attract visitors to the Borough.
- 9.2 The success of such events depends on the quality, levels of safety, and consideration for the rights of people who live or work in the vicinity as well as the standard of facilities for those coming to enjoy the event.
- 9.3 General guidance on planning such events is available to organisers from the various agencies, but it is important to appreciate that substantial notice should be given so that proper preparations and precautions can be put in place for the event. A list of useful contacts can be found in the Appendix E to this policy.
- 9.4 In particular, the following issues should normally be addressed:-
- A detailed risk assessment identifying all inherent risks concerned with the event and the precautions that will be put in place to address these.
 - A contingency plan to deal with any emergency situations that may arise during the event.
 - A central location for all safety and insurance certificates and other documents relevant to the promotion of the event and equipment used, so that they can be readily produced if required by an authorised officer.
 - Ticketing arrangements and estimation of maximum number of visitors to the event. Appropriate levels of trained stewards and security staff will also to be considered.
 - Detailed planning of sanitary conveniences, first aid provision, temporary structures, temporary road closures, parking arrangements and any banners or signs to be used.
 - At an early stage there should be liaison and discussion with local residents on how to minimise disturbance and disruption to them.
 - Positive proposals for ensuring the access, safety and comfort of people with disabilities who may wish to enjoy the event.
 - Arrangements for reuniting children who may have become separated from their guardians.
 - Properly trained security staff should be used who have been trained and registered in accordance with the Securities Industries Act.
 - Ensure first aid and or medical provision meet minimum requirements laid down in the HSE Guide to Health and Safety and welfare at music and similar events.
- 9.5 Applicants for premises licences are expected to state in their Operating Schedule the precise nature of all entertainment proposed to take place, and to have carried out risk assessments for each entertainment type.
- 9.6 When considering applications for relevant open-air events such as large scale concerts after relevant representations have been received the licensing authority will have regard to the "HSE Guide to Health, Safety and Welfare at music and similar events" and to the "Code of Practice on Environmental Noise Control at Concerts", published by The Noise Council 1995. Available from the Chartered Institute of Environmental Health Publications ISBN 0900103515.

10 PAVEMENT CAFES

- 10.1 Rotherham Council encourages and positively supports pavement cafes within the borough. Provision of pavement cafes has proved successful in enhancing town centre life and attractiveness but there is a need for improving the management of site layout and quality without affecting the objective or promoting and encouraging their existence. Without adequate management pavement cafes can potentially cause obstruction to pedestrians and detract from the surrounding environment.
- 10.2 Applicants wishing to provide such facilities will therefore need to make application to Streetpride (Network Management) part of Rotherham Council. Council officers will be pleased to offer advice and help which may prevent wasted time and money on application that may not succeed.

11 STAGE HYPNOTISM

- 11.1 Licensees are reminded that, where regulated entertainment is provided in premises, performances by stage hypnotists require a separate permission under the Hypnotism Act 1952. Information on making such applications is available from the Licensing Office.

12 AMUSEMENT WITH PRIZES PERMITS

- 12.1 On 1 September 2007 the Gambling Act 2005 came into force, replacing the Gaming Act 1968 and including new rules for the provision of gaming machines and other forms of gambling in alcohol licensed premises.
- 12.2 If premises already hold a Section 34 permit issued under the Gaming Act 1968, this will remain in force until it expires, unless the premises licence holder changes.
- 12.3 If premises have two AWP machines or less then they are required to "notify" the Licensing Authority that they have the machines and pay a notification fee.
- 12.4 If premises have more than two AWP machines then they are required to apply for a licensed premises gaming machine permit.
- 12.5 The Gambling Act 2005 establishes several categories of gaming machine. It restricts the gaming machines that can be operated on alcohol licensed premises to categories C and D. The level of stakes and prizes is defined by the category of machine.
- 12.6 More information on the Gambling Act 2005 can be obtained by contacting the Licensing Unit or from the Gambling Commission.

13 LICENSING HOURS

- 13.1 The licensing authority recognises that fixed and artificially early closing times in certain areas can lead to peaks of disorder and disturbance on the streets when large numbers of people tend to leave licensed premises at the same time. It accepts that a variety of opening hours related to the circumstances, and the requirements of different licensees may assist in reducing friction at late night food outlets, taxi ranks and other sources of transport in areas where customers tend to gather.
- 13.2 Shops, stores and supermarkets will generally be permitted to sell alcohol for consumption off the premises during the normal hours they intend for shopping purposes. However, in the case of individual shops that are known to be a focus of

disorder and disturbance then, subject to representations from the police, a limitation on licensing hours may be appropriate.

- 13.3 The licensing authority will deal with issue of licensing hours on the individual merits of each application. However, where valid representations have been received, which are well founded on issues of concern, stricter conditions may be imposed in regard to noise control for premises in largely residential areas.

14 INTEGRATING STRATEGIES

- 14.1 The licensing authority on dealing with the Licensing Act 2003, will adopt a multi-disciplinary approach to ensure proper integration of local and national strategies to promote the licensing objectives.

- 14.2 Appropriate Council Directorates will be encouraged to set up separate working groups to ensure proper integration of local Crime Prevention, Planning, Transport, Tourism, Health and Cultural Strategies.

- 14.3 The licensing authority will agree protocols with South Yorkshire Police to enable them to report to Committee responsible for transport matters on the need for swift and safe dispersal of people to avoid concentrations that can produce disorder and disturbance.

- 14.4 Arrangements will be made for the Licensing Committee to receive reports from time to time on the:-

- The needs of the local tourist economy
- Cultural strategy for the area
- The employment situation in the area and the need for new investment and employment where appropriate.

- 14.5 The licensing authority recognises that there should be a clear separation of the planning and licensing functions. Licensing applications will not be a rerun of the planning application.

- 14.6 The licensing authority will ensure that reports are sent from the Licensing Committee to the Planning Committee advising them of the situation regarding licensed premises in the area and including the general impact of alcohol related crime and disorder to assist them in their decision making.

- 14.7 Details of who to contact to discuss current policies and strategies can be found at Appendix E Useful Contacts.

15 RELATED LEGISLATION AND STRATEGIES

CRIME AND DISORDER ACT 1998 – the licensing authority will, as a matter of good practice, involve the Crime and Disorder Reduction Partnerships in decision making in order to ensure its policies and effective strategies to take into account crime and disorder.

ALCOHOL HARM REDUCTION STRATEGY – Safe, Sensible, Social – The Next steps in the National Alcohol Strategy. The licensing authority, in partnership with the alcohol strategy group has ensured the draft alcohol strategy helps promote one or more of the licensing objectives.

THE ANTI-SOCIAL BEHAVIOUR ACT 2003 – allows authorised environmental officers the power to issue a closure order effective for up to 24 hours.

VIOLENT CRIME REDUCTION ACT 2006 – introduced new measures to ensure the police and local communities have the powers to tackle guns, knives and alcohol-related violence. Such measures include:

- Offence of persistently selling alcohol to children (3 or more occasions in a period of 3 consecutive months on the same premises)
- Local authorities and the police to designate Alcohol Disorder Zones, as a last resort to tackle alcohol related crime and disorder
- An amendment to the Licensing Act 2003, enabling licensing authorities on the application of a senior police officer in cases of serious crime and disorder, to attach interim conditions to licences pending a full review.

THE HEALTH ACT 2006 – Workplace smoking ban on all enclosed workspaces and public spaces including pubs, clubs, restaurants where staff employed. ‘Enclosed’ means anywhere with more than 50% of wall and ceiling space filled.

THE CLEAN NEIGHBOURHOODS AND ENVIRONMENT ACT 2005 – provides local authorities with additional power to issue a fixed penalty notice to any licensed premises emitting noise that exceeds the permitted level between the hours of 23.00 and 07.00.

THE EU SERVICES DIRECTIVE – The directive is to develop the single market for services breaking down barriers to cross border trade with the EU and make it easier for service providers within the scope to set up business or offer services in other EU Countries. The directive requires that all notices and authorisations in the scope are able to be completed electronically via a single point of contact. The exemptions are applications for personal licences, reviews and representations. For more information contact the licensing office or www.businesslink.gov.uk.

POLICING AND CRIME ACT 2009 – Put an explicit duty on the police to work together with local authorities and to reflect their communities’ priorities in their work. New measures include:

- A mandatory code of practice for alcohol retailers.

FROM 6 APRIL 2010

1. The responsible person will take all reasonable steps to ensure that that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children–

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to–

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

- (i) the outcome of a race, competition or other event or process, or
- (ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

FROM 1 OCTOBER 2010

4. The premises licence holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that—

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures

The responsible person is defined as:-

- (a) In relation to licensed premises –
 - (i) The holder of a premises licence in respect of the premises;

- (ii) The designated premises supervisor (if any) under such a licence or
 - (iii) Any individual aged 18 or over who is authorised by such a holder or supervisor
- (b) In relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables him to prevent the supply in question.

The offence for breaching these conditions is covered by Section 136 of the Licensing Act, the penalty for which is up to £20,000 fine and/or 6 months imprisonment.

FROM 1 OCTOBER 2010 (OFF SALES)

4. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
- (c) In relation to licensed premises –
- (j) The holder of a premises licence in respect of the premises;
 - (iv) The designated premises supervisor (if any) under such a licence or
 - (v) Any individual aged 18 or over who is authorised by such a holder or supervisor
- (d) In relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables him to prevent the supply in question.

The offence for breaching these conditions is covered by Section 136 of the Licensing Act, the penalty for which is up to £20,000 fine and/or 6 months imprisonment.

- Elected members of licensing authorities included as interested parties
- The reclassification of lap dancing clubs so they require a sex establishment licence

16 CUMULATIVE IMPACT

16.1 When considering an application for a licence the licensing authority will not take “need”, in the context of commercial demand, into account. However, the cumulative impact of licensed premises on the promotion of the Licensing Objectives will be considered by the licensing authority, where appropriate.

16.1 Cumulative impact is concerned with the serious problems of nuisance and disorder that can arise where there is a concentration of premises and reflects the increasing capacity of all those premises taken together and the resulting impact on the surrounding area.

16.2 Where in such circumstances the licensing authority receive representations from a responsible authority or interested party that an area has become saturated with licensed premises, they may if not satisfied that the imposition of conditions would

address the issue, consider refusing an application because the grant of such a licence would undermine one of the licensing objectives.

16.3 The licensing authority will take the following steps in considering Cumulative Impact:-

- Consider evidence on identification of serious and chronic concern from a responsible authority or representatives of interested parties about crime and disorder or nuisance.
- Identify the area from which problems are arising and the boundaries of that area and the particular types of premises at issue.
- Make an assessment of any evidence presented in assessing the causes.
- Consider adopting a policy about future applications for specified types of premises within that area.

16.4 The licensing authority does not intend to operate a quota system that would effectively pre determine any application in particular areas nor will it seek to impose general limitations on trading hours in particular areas. Instead, regard will be given to the individual characteristics of the premises concerned within a given area. It is recognised that pubs, nightclubs, restaurants, hotels, theatres and other clubs all sell alcohol, serve food and provide entertainment but with contrasting styles and characteristics. Proper regard will be given to those differences and the impact they are likely to have on the local community.

17 ENFORCEMENT

17.1 The licensing authority will establish with South Yorkshire Police, South Yorkshire Fire and Rescue and other agencies, protocols relating to the enforcement of the 2003 Act.

17.2 The licensing authority will have particular regard to the following principles; the targeting of high risk premises or activities which require greater attention; consistency of approach; transparency and proportionality.

17.3 The licensing authority will operate a light touch inspection regime for well managed and well maintained premises.

17.4 The licensing authority will properly investigate any complaints received. The views of vocal minorities will not be allowed to predominate over the general needs of the community or the rights of licensees unless those views are well founded on issues of concern that can be demonstrated.

17.5 In accordance with the licensing authority's licensing enforcement policy, the licensing authority adopts a multi-agency approach to the enforcement of licensing breaches. Consideration will be given as to the appropriate powers that should be used to address a problem where other agencies for example South Yorkshire Police, South Yorkshire Fire and Rescue or the licensing authority's Community Protection also have their own powers. Formal enforcement will always be a last resort and proportionate to the degree of risk. To this end the key principles of consistency, transparency and proportionality will be maintained.

18 LIVE MUSIC, DANCING AND THEATRE

18.1 The licensing authority recognises that performances of live music and dancing are central to the development of cultural diversity and vibrant and exciting communities and will take proper account of the need to encourage and promote such entertainment.

18.2 When considering applications for such events, following receipt of relevant representations the licensing authority will carefully balance the cultural needs with the necessity of promoting the licensing objectives.

18.3 If there is evidence that licensing requirements deter live music and dancing, the licensing authority will consider how to prevent it, and if necessary will change this Policy.

19 CONDITIONS OF LICENCE

19.1 The licensing authority will only impose conditions that are necessary in order to address the licensing objectives. Where these can be addressed in different ways, the most cost effective solution will be required. The licensing authority in particular, wishes to positively encourage live music, dancing and theatre and so will not impose excessive requirements that will discourage such events. The licensing authority does not propose to implement standard conditions of licence across the board but, instead, will draw on a model pool of conditions and attach conditions tailored to individual applications. The model conditions can be found in Appendices A to D to this document.

19.1 The model conditions address, among other things, issues surrounding:-

- Crime and disorder
- Public safety
- Theatres and cinemas (promotion of public safety)
- Public nuisance
- Protection of children from harm

19.2 The model conditions reflect advice received from the Department of Culture Media and Sport and consultation with Council Departments and statutory consultees. The licensing authority will not attach conditions where the matter at issue can be more appropriately addressed by other legislation. It should also be stressed that this is not intended to be exhaustive, other conditions may be appropriate depending on the circumstances and in the light of representations received by the licensing authority.

19.3 In small venues where premises are primarily used for the supply of alcohol for consumption on the premises and which have the capacity limit of no more than 200 persons, imposed conditions relating to the provision of music entertainment have no effect between 8 am and Midnight. Conditions may only be attached where they are necessary to prevent crime and disorder or for public safety reasons.

20 CINEMAS

20.1 All films exhibited at local premises will require classification from the British Board of Film Classification or the licensing authority itself. Where the licensing authority's discretion is engaged conditions may be attached to licences specifying how such classification should be displayed on-screen, outside the premises and in any advertisement for the exhibition.

It should also be noted that the licensing authority reserves the right to pre-view, re-classify or prohibit the showing of any film, irrespective of whether it has been classified by the British Board of Film Classification, where it feels there are reasonable grounds for doing so.

Attached at Appendix K is a Film Classification Guide to assist applicants.

21 ADMINISTRATION, EXERCISE AND DELEGATION OF FUNCTIONS

21.1 The licensing authority has established a Licensing Committee to administer the wide range of licensing decisions and functions which the licensing authority will be involved in.

21.2 The Licensing Committee has delegated certain decisions and functions and established a number of sub committees to deal with them. This will provide an efficient and cost effective service for all parties involved in the licensing function.

21.3 The grant of non-contentious applications has been further delegated to officers.

21.4 The table below sets out the agreed delegation of decisions and functions to Licensing Committee, Sub Committees and Director of Housing and Neighbourhoods.

Matter to be dealt with	Licensing Committee	Licensing Sub Committee	Director of Housing and Neighbourhoods
Recommendation and Development of Licensing Policy for consideration by Executive Committee	All cases		
Application for a personal licence		If a relevant Police objection is made	All other cases
Application for a personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application for provisional statement		If a relevant representation is made	If no relevant representation is made
Application to vary premises licence/club premises certificate		If a relevant representation is made	If no relevant representation is made
Application to vary designated premises supervisor		If a relevant Police objection is made	All other cases
Application for minor variation to premises licence/club premises certificate			All cases
Application for removal of the requirement for a designated premises supervisor and personal licence at community premises			All cases
Request to be removed as a designated premises supervisor			All cases
Application for transfer of premises licence		If a relevant Police objection is made	All other cases

Applications for Interim Authorities		If a relevant Police objection is made	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a representation is irrelevant frivolous vexatious etc		All cases	
Decision to object when Local Authority is a consultee and not the lead authority		All cases	
Determination of a Police representation concerning a temporary event notice		All cases	

22 SUMMARY OF PROCESS

22.1 Where relevant representations have been received each application for a licence will be considered:-

- On its individual merits;
- In accordance with the Licensing Act 2003, as may be amended and supporting Regulations;
- With reference to statutory guidance as may be issued by the Secretary of State from time to time as provided for by S182 of the Act;
- With reference to the licensing authority's Licensing Policy

22.2 Nothing in the licensing authority's Licensing Policy will:-

- Prevent any person from applying under the Act for any of the permissions or consents provided for therein and from having that application considered and determined on its own merits
- Prevent any person or stop any person from making representations on any application or from seeking a review of a licence or certificate where the Act permits them to do so

23 CONSULTATION AND REVIEW PROCESS

23.1 In accordance with the Act, the licensing authority is committed to consulting with interested citizens and organisations throughout the borough with regard to the preparation of its licensing policy and any future amendments revisions or alterations thereto.

23.2 In addition to any other consultees the licensing authority has consulted with the following persons:

- (a) South Yorkshire Police
- (b) South Yorkshire Fire and Rescue
- (c) Persons/bodies responsible for local holders of premises licences
- (d) Persons/bodies responsible for local holders of club premises certificates
- (e) Persons/bodies responsible for personal licensees
- (f) Persons/bodies responsible for business and residents in its area

23.3 The views of all the following individuals and organisations were sought as part of the formal consultation exercise which the licensing authority undertook with regard to the amended draft statement of licensing policy:

- South Yorkshire Police
- British Transport Police
- South Yorkshire Fire and Rescue
- Crown Prosecution Service
- Rotherham Trading Standards
- Yorkshire Ambulance Service
- NHS Rotherham
- Town Centre Management
- All 63 Rotherham Councillors
- Rotherham Community Safety Partnership
- Rotherham Crime Reduction Partnership
- Safer Rotherham Partnership
- Rotherham Area Child Protection Committee
- Anston Parish Council
- Aston-Cum-Aughton Parish Council
- Bramley Parish Council
- Brampton Bierlow Parish Council
- Brinsworth Parish Council
- Catcliffe Parish Council
- Dalton Parish Council
- Dinnington St John's Town Council
- Firbeck Parish Council
- Gildingwells Parish Meeting
- Harthill-With-Woodall Parish Council
- Hooton Levitt Parish Meeting
- Hooton Roberts Parish Meeting
- Laughton-En-Le-Morthern Parish Council
- Letwell Parish Council
- Maltby Town Council
- Orgreave Parish Council
- Ravenfield Parish Council
- Thorpe Salvin Parish Council
- Thrybergh Parish Council
- Thurcroft Parish Council
- Todwick Parish Council
- Treeton Parish Council
- Ulley Parish Council
- Wales Parish Council
- Wentworth Parish Council
- Whiston Parish Council
- Wickerlsey Parish Council
- Woodsetts Parish Council
- Equity
- Arts Council England
- Honeycombe Leisure Plc
- Mitchells and Butlers
- Luminar Leisure Ltd
- British Beer and Pub Association
- Gardner Leader Solicitors
- Laurel Pub Company
- Barnsley and Rotherham Chamber of Commerce
- Hammonds Solicitors

- British Entertainment and Dance Association
- Jennings Brothers plc
- Thwaites Inns
- Berwin Leighton Paisner Solicitors
- Burtonwood Brewery plc
- Somerfield Stores Ltd
- InnCourt
- Rotherham Licence watch
- Swinton Licence watch
- Brinsworth Licence watch
- Federation of Licensed Victuallers
- Rollits Solicitors
- Yorkshire Rural Community Council
- Scottish and Newcastle Retail Ltd
- Cinema Exhibitors Association
- Rank plc
- Circus Arts Forum
- European Entertainment Corporation
- Bargain Booze Ltd
- Camra
- Punch Taverns plc
- Association of Licensed Multiple Retailers
- Enterprise Inns plc
- Unique Pubs
- Poppleston Allen Solicitors
- Ford and Warren Solicitors
- John Gaunt and Partners Solicitors
- Gosschalks Solicitors
- All existing premises licence holders
- All existing club premises certificate holders
- Council Services:
 - Planning and Regeneration
 - Community Protection
 - Children and Young People Services
 - Press and Marketing
 - Streetpride
 - Food, Health and Safety
 - Culture and Leisure Services
 - Legal Services

23.4 This policy statement will come into effect on 22 December 2010 and will be operational for a period of 3 years thereafter. Its effectiveness in assisting in the promotion of the licensing objectives will be monitored during this period with a further review before.

23.5 Any amendments to this Policy, unless very minor, will be consulted upon following the same process as outlined above.

Model Pool of Conditions

The conditions in the Model Pools will not be automatically applied in any case. Where relevant representations have been received, however, the licensing authority may consider the conditions in the Model Pools and impose such of them, as it considers necessary to promote the licensing objectives. Applicants may wish to use the Model pools as a guide when drawing up their operating schedule.

DRAFT

APPENDIX A

Conditions Relating to Prevention of Crime and Disorder

It should be noted that certain matters are offences under the Licensing Act 2003. For example it is an offence to be party to the following:-

- Selling or supplying alcohol to a person who is drunk
- Knowingly allow disorderly conduct on licensed premises
- Being the holder of a premises licence or a designated premises supervisor to knowingly keep or to allow to be kept on licensed premises any good that have been imported without payment of duty or which have otherwise been unlawfully imported
- Sale of alcohol to under 18's
- Allowing the presence of children under 16 who are not accompanied by an adult between midnight and 5am at any premises licensed for the sale of alcohol for consumption on the premises, and at any time in premises used exclusively or primarily for the sale and consumption of alcohol.

Conditions dealing with these matters are therefore not necessary and will not be attached to licences. Applicants should note that the absence of such conditions on any licence does not authorise the commission of such acts as a defence to such offences.

General

Text Pagers

Text pagers connecting premises licence holders, designated premises supervisor's, managers of premises and clubs to local police can provide for rapid response by the police to situations of disorder which may be endangering the customers and staff on the premises.

Such pagers provide two-way communication, enabling licence holders, managers, designated premises supervisors and clubs to report incidents to the police, and enabling the police to warn those operating a large number of other premises of potential trouble makers or individuals suspected of criminal behaviour who are about in a particular area. Licence holders, door supervisors, managers, designated premises supervisors and clubs to warn each other of the presence in an area of such people can also use pager systems.

Where a condition requiring the text/radio pager links the police is attached to a licence it will include the following:-

- The text/pager equipment is kept in working order at all times;
- The pager link is activated, made available to and monitored by a designated premises supervisor or by a responsible member of staff at all times that the premises are open to the public;
- Any police instructions/directions are complied with whenever given; and
- All instances of crime and disorder are reported via the text/radio [ager link by the DPS or responsible member of staff agreed to an agreed police contact point.

In relevant circumstances conditions may be imposed requiring the use and maintenance of such systems.

Door Supervisors

Conditions relating to the provision of door supervisors and security teams may be valuable in:

- Preventing the admission and ensuring the departure from the premises of the drunk and disorderly, without causing further disorder;
- Keeping out excluded individuals (subject to court bans or imposed by the licence holder);
- Searching and excluding those suspected of carrying illegal drugs, or carrying offensive weapons; and
- Maintaining orderly queuing outside of venues prone to such queuing.

Where door supervisors conducting security activities are required as a condition of licence, which means that they would have to be registered with the Security Industry Authority, conditions will also be imposed dealing with the number of such supervisors, the displaying of name badges, the carrying of proof of registration, where and at what times door staff should be stationed on the premises, and whether at least one female supervisor should be available (for example, if female customers are to be the subject of body searches).

Door supervisors also have a role to play in ensuring public safety.

Bottle bans

Bottle may be used as weapons inflicting more serious harm during incidents of disorder. Conditions may therefore be necessary to prevent sales of drinks in their bottles for consumption on the premises. However, the Council notes evidence that many women consider that drinking from bottles to be safer as it is easier for them to prevent the possible spiking of drinks with drugs in bottles the openings of which may be readily covered. These issues will therefore need to be carefully balanced when specifying such conditions.

Plastic containers and Toughened Glass

Glasses containing drinks may be used as weapons during incidents of disorder and can cause serious injuries. Consideration should therefore be given to conditions requiring either the use of plastic containers or toughened glass, that inflict less severe injuries. The location and style of the venue and the activities carried on there will be particularly considered in assessing whether such a condition is necessary. For example, the use of glass containers on the terraces of outdoor sports grounds may obviously be of concern, but similar concerns may also apply to indoor sports events such as boxing matches. Similarly, the use of such plastic containers or toughened glass during the televising of live sporting events, such as international football matches, when high states of excitement and emotion fuelled by alcohol might arise, may be a necessary condition.

The use of plastic or paper drinks containers may also be relevant as measures to promote public safety.

CCTV

The presence of closed circuit television cameras can be an important means of deterring and detecting crime at and immediately outside licensed premises. Where such conditions are necessary there will also requirement to maintain cameras in working order, and to retain recordings for an appropriate period time. The approval of the police will be required as to the type and positioning of the equipment to be used.

Open containers not to be taken from the premises

Drinks purchased in licensed premises or clubs may be taken from those premises for consumption elsewhere. Where premises are licensed for the sale of alcohol for consumption off the premises that would be entirely lawful. However, consideration may be given to a condition preventing the taking of alcoholic and other drinks from the premises in open containers (e.g. glasses and opened bottles). This may be necessary to prevent the use of these containers as offensive weapons in surrounding streets after individuals have left the premises.

Restrictions on taking open containers from the premises may also be a relevant necessary measure to prevent public nuisance.

Restrictions on drinking areas

It may be necessary to restrict the areas where alcoholic drinks may be consumed in the premises after they have been purchased from the bar. An example would be a sports ground where it may be necessary to prevent the consumption of alcohol on the terracing of sports grounds during particular sports events. Such conditions will not only specify these areas, but indicate the circumstances in which the ban would apply and times at which it should be complied with.

Restrictions on drinking areas may also be relevant necessary measures to prevent public nuisance.

Capacity limits

Although most commonly considered as a condition of a licence on public safety grounds, consideration may also be given to conditions that set capacity limits for licensed premises or clubs where it may be necessary to prevent overcrowding which can lead to disorder and violence. Where such a condition is considered necessary, consideration may also be given to appropriate door supervisors needed to ensure that the numbers are appropriately controlled.

Proof of Age Cards

It is unlawful for children under 18 to attempt to buy alcohol just as it is unlawful to sell or supply alcohol to them. To prevent such crimes, it may be necessary to require a policy to be applied at certain licensed premises requiring the production of "proof of age" before such sales are made. Such a condition may also make provision for the production of other proof, such as photo-driving licences, student cards and passports to be acceptable.

The wording of any condition requires careful thought. For example many premises have adopted the "Challenge 21" or "Challenge 25" or other similar initiatives. Under Challenge 21/Challenge 25 those premises selling or supplying alcohol require sight of evidence of age from any person appearing to be under the age of 21/25 and who is attempting to buy alcohol.

Proof of age may also be relevant and necessary to protect children from harm.

Crime prevention notices

It may be necessary at some premises for notices to be displayed that warn customers of the prevalence of crime that may target them. For example, in certain areas, a condition attached to a premises licence or club premises certificate might require the displaying of notices at the premises which warn customers about the need to be aware of pickpockets

or bag snatchers, and to guard their property. Similarly, it may be necessary for notices to be displayed, which advise customers not to leave bags unattended because of concerns about terrorism. Consideration may also be given to a condition requiring a notice to display the name of a contact for customers if they wish to report concerns.

Drinks promotions

Standard conditions will not be attached to premises licence or club premises certificates which promote fixed prices for alcoholic drinks. Conditions tailored to the individual circumstances of particular premises, which address irresponsible drinks promotions, may be considered where it is considered this is necessary for the promotion of the licensing objectives.

Irresponsible promotions are addressed through mandatory licensing conditions. The licensing authority however will be objective when considering whether a promotion is responsible or irresponsible within the context of the licensing objectives.

Signage

It may be necessary for the normal hours under the terms of the premises licence or club premises certificate at which licensable activities are permitted to take place.

Similarly, it may be necessary for any restrictions on the admission of children to be displayed on or immediately outside the premises so that the consequences of breaches of these conditions would also be clear and to deter those who might seek admission in breach of those conditions.

Large Capacity Venues used exclusively or primarily for the “vertical” consumption of alcohol (HVVDs)

Large capacity “vertical drinking” premises, sometimes called High Volume Drinking Establishments (HVVDs) are premises which have exceptionally high capacities, used primarily or exclusively for the sale and consumption of alcohol and little or no seating for patrons.

Where necessary and appropriate conditions can be attached to licences for these premises which require adherence to:

- A prescribed capacity
- An appropriate ratio of tables and chairs to customers based on the capacity; and
- The presence of security staff holding the appropriate SIA licence or exemption to control entry for the purpose of compliance with the capacity limit.

APPENDIX B

Model Pool of Conditions

Conditions Relating to Public Safety

General

The following options will be considered as measures that, if necessary, would promote public safety. It should be recognised however that special issues might arise in connection with outdoor and large-scale events.

Whether or not any risk assessment shows any of the measures to be necessary in the individual circumstances of any premises will depend on a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business involved.

Necessary conditions of the licence or certificate will also depend on local knowledge of the character and vicinity of the premises.

In addition, to considering the points made in this Annex, those preparing operating schedules or club operating schedules, and responsible authorities should consider:

- Model National and Standard Conditions for Place of Public Entertainment and Associated Guidance ISBN 1 904031 11 0 (Entertainment Technology Press – ABTT Publications)
- The Event Safety Guide – A guide to health, safety and welfare at music and similar events (HSE 1999) (“The Purple Book”) ISBN 0717624536
- Managing Crowds Safely (HSE 2000) ISBN 9780717618347
- Guide to Safety at Sports Grounds (The Stationery Office, 2008) (“The Green Guide 5th Edition”) ISBN 978 0 11 702074 0
- Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by the Independent Street Arts Network, copies of which may be obtained through <http://www.streetartsnetwork.org.uk/>
- Fire Safety Risk Assessment – Small and Medium Places of Assembly ISBN 978185112820-4
- Fire Safety Risk Assessment – Large Places of Assembly ISBN 978185112821-1
- The Fire Safety (Regulatory Reform) Order 2005
- The following British Standards should also be considered:
 - BS 9999 : 2008
 - BS 5839 : Part 1 : 2002 (Fire Detection/Fire Alarms)
 - BS 5266 : Part 1 : 2005 (Emergency Lighting)

Disabled People

Consideration will also be given to conditions that ensure that:

- When disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency: and
- Disabled people and all employed staff on the premises are made aware of those arrangements.

Escape routes

It may be necessary to include conditions relating to the maintenance of all escape routes and exits including external exists. These might be expressed in terms of the need to ensure that such exits are kept unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified. In restaurants and other premises where chairs and tables are provided this might also include ensuring that internal gangways are kept unobstructed.

In certain premises where existing legislation does not provide adequately for the safety of the public, consideration might also be given to conditions that ensure that:

- All exits doors are easily opened without the use of a key, card, code or similar means;
- Doors at such exits are regularly checked to ensure that they function satisfactorily and a record of the check kept;
- Any security fastenings are removed prior to the premises being open to the public;
- All fire doors are maintained effectively self-closing and shall not be held open;
- Fire resisting doors to ducts, service shafts, and cupboards shall be kept locked shut; and
- The edges of the treads of steps and stairways are maintained so as to be conspicuous.

Safety checks

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- Safety checks are carried out before the admission of the public; and
- Details of such checks are kept in a Log Book.

Curtains, hangings, decorations and upholstery

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that ensure that:

- Hangings, curtains and temporary decorations are maintained in a flame-retardant condition;

- Any upholstered seating meets on a continuous basis the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of BS 5852:1990;
- Curtains, hangings and temporary decorations are arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment; and
- Temporary decorations are not used without the prior written consent of the licensing authority.

Accommodation limits

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- Arrangements are made to ensure that any capacity limit imposed under the premises licence or club premises certificate are not exceeded; and
- The licence holder, a club official, manager or designated premises supervisor are aware of the number of people on the premises and required to inform any authorised person on request.

Fire action notices

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, are prominently displayed and protected from damage and deterioration.

Outbreaks of fire

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- The fire brigade service must be called at once to any outbreak of fire, however slight, and the details recorded in a Fire Log-book.

Loss of water

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- The local Fire Control Centre are notified as soon as possible if the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

Access for emergency vehicles

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- Access for emergency vehicles is kept clear and free from obstruction.

First Aid

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- Adequate and appropriate supply of first aid equipment and materials is available on the premises.
- If necessary, at least one suitably trained first aider shall be on duty when the public are present; and if more than one suitably trained first aider that their respective duties are clearly defined.

Lighting

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- In the absence of adequate daylight, the lighting in any area accessible to the public, members or guests shall be fully in operation when they are present.
- Fire safety signs are adequately illuminated.
- Emergency lighting is not to be altered without the written consent of the licensing authority
- Emergency lighting batteries are fully charged before the admission of the public, members or guests.
- In the event of the failure of normal lighting, where the emergency lighting battery has a capacity of one hour, arrangements are in place to ensure that the public, members or guests leave the premises within 20 minutes unless within that time normal lighting has been restored and the battery is being re-charged; and if the emergency lighting battery has a capacity of three hours, the appropriate period by the end of which the public should have left the premises is one hour.

Temporary electrical installations

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- Temporary electrical wiring and distribution systems are not provided without notification to the licensing authority at least ten working days before the commencement of the work.
- Temporary electrical wiring and distribution systems shall comply with the recommendations of BS 7671 or where applicable BS 7909.

- Temporary electrical wiring and distribution systems are inspected and certified by a competent qualified person before they are put to use.

Ventilation

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- The premises are effectively ventilated and verified as such by the licensing authority.
- Where the ventilation system is designed to maintain positive air pressure within part of the premises, that pressure is maintained whenever the public, member or guests are present in that part of the premises.
- Ventilation ducting is kept clean.
- Air filters are periodically cleaned and replaced to maintain a satisfactory air supply.

Indoor Sports Entertainments

In certain premises where existing legislation does not provide adequately for the safety of the public or club members and guests, consideration might also be given to conditions that:

- If necessary, an appropriately qualified medical practitioner is present throughout a sports entertainment involving boxing, wrestling, judo, karate or other sports entertainment of a similar nature.
- Where a ring is involved, it is constructed and supported to the satisfaction of the licensing authority and any material used to form the skirt around the ring is flame-retardant.
- At any wrestling or other entertainments of a similar nature members of the public do not occupy any seat within 2.5 meters of the ring.
- At water sports entertainments, staff adequately trained in rescue and life safety procedures are stationed and remain within the vicinity of the water at all material times (see also *Managing Health and Safety in Swimming Pools* issued jointly by the Health and Safety Commission and Sport England)

Conditions Relating to Theatres and Cinemas

In addition to the points made above, there are particular matters in the context of public safety and fire safety, which should be considered in connection with theatres and cinemas. The points, which follow, are examples of the types of specialised conditions that may be necessary for these premises.

Premises used for Closely Seated Audiences

Attendants

- a) The number of attendants on each floor in a closely seated auditorium be required in accordance with the following formula:

Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor
1 – 100	One
101 – 250	Two
251 – 500	Three
201 – 750	Four
751 – 1000	Five
And one additional attendant for each additional 250 persons (or part thereof)	

- b) Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor or auditorium where they are on duty.
- c) Any attendant shall be readily identifiable to the audience (but this need not entail the wearing of a uniform).
- d) The premises shall not be used for a closely seated audience except in accordance with seating plan(s), a copy of which is available at the premises and shall be shown to any authorised person on request.
- e) No article shall be attached to the back of any seat, which would reduce the clear width of gangways or cause a tripping hazard or obstruction.
- f) A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request.

Standing and Sitting in Gangways etc

- a) Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate.
- b) Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate.
- c) In no circumstances shall anyone be permitted to
- i) sit in any gangway
 - ii) stand or sit in front of any exit; or
 - iii) stand or sit on any staircase including any landings

Drinks

Except as authorised by the premises licence or club premises certificate, no drinks shall be sold to or be consumed by a closely seated audience except in plastic and paper containers.

Balcony Fronts

Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.

Special effects

Any special effects or mechanical installation should be arranged and stored so as to minimise any risk to the safety of the audience, the performers and staff. Special effects include:

- Dry ice machines and cryogenic fog
- Smoke machines and fog generators
- Pyrotechnics, including fireworks
- Real flame
- Firearms
- Motor vehicles
- Strobe lighting
- Lasers (see HSE Guide Safety of lasers used for display purposes [HS(G)95] and BS EN 60825: Safety of laser products)
- Explosives and highly flammable substances

In certain circumstances, it may be necessary to require that certain special effects may only be used with the prior consent of the licensing authority.

Scenery

Any scenery should be maintained flame-retardant.

Safety Curtain

Where a safety curtain is necessary, it should be arranged so as to protect the audience from the effects of fire or smoke on stage for sufficient time to enable the safe evacuation of the auditorium.

Where a stage with a proscenium arch is not equipped with a safety curtain, any curtains provided between the stage and the auditorium should be heavyweight and be made of non combustible material or inherently or durably treated flame-retarded fabric.

Ceilings

All ceilings in those parts of the premises to which the audience are admitted should be inspected by a suitably qualified person every five years and a certificate concerning the condition of the ceilings forwarded to the licensing authority.

Seating

Where the potential audience exceeds 250 all seats in the auditorium should, except in boxes accommodating not more than 8 persons, be either securely fixed to the floor or battened together in lengths of not fewer than four or more than twelve.

Premises used for Film Exhibitions

Attendants – premises without a staff alerting system

Where the premises are not equipped with a staff alerting system the number of attendants present should be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty
--	--

1 – 250	Two
And one additional attendant for each additional 250 members of the audience present (or part thereof)	
Where there are more than 150 members of an audience in any auditorium or any floor	At least one attendant shall be present in any auditorium or on any floor

Attendants – with a staff alerting system

- b) Where premises are equipped with a staff alerting system the number of attendants present should be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of staff on the premises who are available to assist in the event of an emergency
1 – 500	Two	One
501 – 1000	Three	Two
1001 – 1500	Four	Four
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises

- c) Staff shall not be considered as being available to assist in the event of an emergency if they are:
- i) the holder of the premises licence or the manager on duty at the premises; or
 - ii) a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his response in an emergency situation; or
 - iii) a member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation.
- d) Attendants shall as far as reasonably practicable be evenly distributed throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the audience have access.
- e) The staff alerting system shall be maintained in working order.

Minimum Lighting

The level of lighting in the auditorium should be as great as possible consistent with the effective presentation of the film; and the level of illumination maintained in the auditorium during the showing of films would normally be regarded as satisfactory if it complies with the standards specified in BS CP 1007: Maintained Lighting for Cinemas.

Flammable films

No flammable films should be allowed on the premises without the consent of the licensing authority.

APPENDIX C

Model Pool of Conditions

Conditions Relating to the Prevention of Public Nuisance

It should be noted that provisions of the Environmental Protection Act 1990 and the Noise Act 1996 provide some protection to the general public from the effects of noise nuisance. In addition, the provisions in Part 8 of the Licensing Act 2003 enable a senior police officer to close down instantly for up to 24 hours licensed premises and premises carrying on permitted temporary activities that are causing noise nuisance resulting from noise emanating from the premises. These matters will be considered before deciding whether or not conditions are necessary for the prevention of public nuisance.

General

When applicants for premises licences or club premises certificates are preparing their operating schedules or club operating schedules and responsible authorities are considering such applications the Council, as licensing authority is considering following the receipt of relevant representations from a responsible authority or interested party, the following options may be considered as necessary, would promote the prevention of public nuisance.

Whether or not any risk assessment shows them to be necessary in the individual circumstances of any premises will depend on a range of factors including the nature and style of the venue, the activities being conducted there, the location of the premises and the anticipated clientele of the business involved.

Necessary conditions for licences and certificates will also depend on local knowledge of the character and the vicinity of the premises.

Hours

The hours during which the premises are permitted to be open to the public or to members and their guests may be restricted (other than where they are protected by the transitional provisions of the Licensing Act 2003) to less than those applied for by the imposing of conditions of a premises licence or a club premises certificate for the prevention of public nuisance. But this will be balanced by the potential impact on disorder that could result from artificially early fixed closing times.

Restrictions may be necessary on the times when certain licensable activities take place even though the premises may be open to the public at such times. For example, the playing of recorded music after a certain time might be prohibited, even though other licensable activities are permitted to continue.

Restrictions may be necessary on the parts of premises that might be used for certain licensable activities at certain times. For example, while the provision of regulated entertainment might be permitted while the premises is open to the public or members and their guests, regulated entertainment might not be permitted in garden areas of the premises after a certain time.

Noise and vibration

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration may be given to conditions that ensure that:

- Noise or vibration does not emanate from the premises so as to cause a nuisance to nearby properties. This might be achieved by a requirement to keep doors and windows at the premises closed, or to use noise limiters on amplification equipment used at the premises.
- Prominent clear and legible notices are displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.
- The use of explosives, pyrotechnics and fireworks of a similar nature which could cause disturbance in surrounding areas being restricted or prohibited.
- The placing of refuse – such as bottles – into receptacles outside the premises takes place at times that will minimise the disturbance to nearby properties.

Noxious smells

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration may be given to conditions that ensure that:

- Noxious smells from licensed premises are not permitted so as to cause a nuisance to nearby properties and the premises are properly vented.

Light pollution

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration may be given to conditions that ensure that:

- Flashing or particularly bright lights on or outside licensed premises do not cause a nuisance to nearby properties. The need for any such condition will be balanced against the benefits to the prevention of crime and disorder of bright lighting in certain places.

Litter

In certain premises where existing legislation does not provide adequately for the prevention of public nuisance, consideration may be given to conditions that ensure that:

- Litter is properly controlled through a waste management strategy agreed with the licensing authority, and that conditions to prevent unlawful advertising in relation to those premises are imposed.

APPENDIX D

Model Pool of Conditions

Conditions Relating to the Protection of Children from Harm

It should be noted that it is unlawful under the 2003 Act to permit unaccompanied children under the age of 16 to be present on premises exclusively or primarily used for the supply of alcohol for consumption on those premises under the authorisation of a premises licence, club premises certificate or a temporary event notice when open for the purposes of being used for the supply of alcohol for consumption there.

In addition, it is an offence to permit the presence of children under 16 who are not accompanied by an adult between midnight and 5am at all premises supplying alcohol for consumption on those premises under the authorisation of any premises licence, club premises certificate or temporary event notice. Conditions duplicating these provisions, are therefore, unnecessary.

Access for children to licensed premises – in general

Restrictions on the access of children under 18 to premises where licensable activities are being carried on will be considered where it is necessary to protect children from harm.

For any premises with known associations (having been presented with evidence at a hearing) with underage drinking, drugs, significant gambling, or any activity or entertainment (whether regulated entertainment or not) of a clearly adult or sexual nature, there will be a strong presumption against permitting any access at all for children less than 18 years.

Applicants wishing to allow access for children to premises where these associations may be relevant, when preparing operating schedules or club operating schedules or variations of those schedules for the purposes of obtaining or varying a premises licence or club premises certificate should:

- Explain their reasons; and
- Outline in detail the steps that they intend to take to protect children from harm on such premises.

For any premises, not serving alcohol for consumption on the premises, but where the public are allowed on the premises after 10pm in the evening, there will be a presumption against the presence of children under the age of 12 unaccompanied by adults after that time.

Applicants wishing to allow access when preparing operating schedules or variations of those schedules or club operating schedules for the purposes of obtaining or varying a premises licence or club premises certificate should:

- Explain their reasons; and
- Outline in detail the steps that they intend to take to protect children from harm on such premises.

In any other case, subject to the premises licence holder or club's discretion, the expectation would be for unrestricted access for children of any age to premises. Where an applicant intends to exclude children totally from the premises then this should be made clear on the operating schedule.

The Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks

The Portman Group operates on behalf of the alcohol industry a Code of Practice on the naming, packaging and promotion of alcoholic drinks. The code seeks to ensure that drinks are packaged and promoted in a socially responsible manner and only to those who are 18 years or older. Complaints about products under the code are considered by the Independent Complaints Panel and the Panels decisions are published on the Portman Groups website, in the trade press and in annual report. If products packaging or point of sale advertising is found to be in breach of the Code the Portman Group may issue a Retailer Alert Bulletin to notify retailers of the decision and ask them not to replenish stocks of any such product until the decision has been complied with. The Code is an important mechanism in protecting children from harm because it addresses the naming, marketing and promotion of alcoholic products sold in licensed premises in a manner which may appeal to or attract minors.

Consideration may be given to attaching conditions to premises licences and club premises certificates that require compliance with the Portman Groups Retailer Alert Bulletins.

Age Restrictions – specific

Under the 2003 Act a wide variety of licensable activities could take place at various types of premises and at different times of the day and night. It may be appropriate to allow children unrestricted access at particular times and when certain activities are not taking place. However, following representations made by responsible authorities and interested parties it may be necessary to consider a range of conditions that are tailored to the particular premises and their activities where these are necessary. The following will be expected to be considered:

- The times of during when age restrictions should and should not apply. For example, the fact that adult entertainment may be presented at premises after 8pm does not mean that it would be necessary to impose age restrictions for earlier parts of the day. Any conditions imposed would clarify the position.
- Types of event or activity in respect of which no age restrictions may be needed, for example;
 - Family entertainment; or
 - Non alcohol events for young age groups such as under 18s dances
- Similarly, types of event or activity which give rise to a more acute need for age restrictions than normal, for example;
 - During “Happy Hours” or on drinks promotion nights
 - During activities outlined above.

Age Restrictions – cinemas

The Secretary of State considers that, in addition to the mandatory condition imposed by virtue of section 20, (requiring the admission of children to films to be restricted in accordance with recommendations given either by a body designated under section 4 of the Video Recordings Act 1984 or by the licensing authority itself), conditions restricting the admission of children to film exhibitions should include:

- A condition that where the licensing authority itself is to make recommendations on the admission of children to films, the cinema or venue operator must submit any film to the authority that it intends to exhibit 28 days before it is proposed to show it. This is to allow the authority time to classify it so that the premises licence holder is able to adhere to any age restrictions then imposed.
- A condition that when films are classified, by either the film classification body as specified in the licence or the licensing authority, they should be classified in the following way;
 - U Universal – suitable for audiences aged four years and over
 - PG – Parental Guidance – some scenes may be unsuitable for young children
 - 12A – Passed only for viewing by persons aged 12 years or older or persons younger than 12 when accompanied by an adult
 - 15 – Passed only for viewing by persons aged 15 years and over
 - 18 – Passed only for viewing by persons aged 18 years and over.
- That conditions specify that immediately before each exhibition at the premises of a film passed by the British Board of Film Classification there shall be exhibited on screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.
- A condition that when a licensing authority has made a recommendation on the restriction of admission of children to a film, notices are required to be displayed both inside and outside the premises so that persons entering can readily be made aware of the classification attached to any film or trailer. Such a condition might be expressed in the following terms:

“Where a programme includes a film recommended by the licensing authority as falling into the 12, 12A, 15 or 18 category no person appearing to be under the age of 12, under 12 and unaccompanied, 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position at each entrance to the premises a notice in the following terms –

**PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE]
CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME**

Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.

This condition does not apply to members of staff under the relevant age provided that the prior written consent of the person’s parents or legal guardian has first been obtained”.

Theatres

The admission of children to theatres, as with other licensed premises, is not expected to normally be restricted unless it is necessary to promote the licensing objective of the protection of children from harm. However, theatres may be the venue for a wide range of activities.

The admission of children to the performance of a play is normally expected to be at the licence holder and no condition restricting the access of children to plays should be attached. However, theatres may also present entertainment including, for example, variety shows, incorporating adult entertainment. A condition restricting the admission of

children in such circumstances may be necessary. Entertainment may also be presented at theatres specifically for children (see below).

In this circumstance consideration will be given to whether a condition should be attached to premises licences, which requires the presence of a sufficient number of adult staff on the premises to ensure the well being of children present on the premises during any emergency.

Entertainment especially for children

Where performances are presented especially for children in theatres, cinemas or other places of entertainment (e.g. children's disco) conditions are anticipated to be needed which require:

- An attendant to be stationed in the area(s) occupied by the children, in the vicinity of each exit, provided that on each level occupied by children the minimum number of attendants on duty should be one attendant per 50 children or part thereof.

The licensing authority will, having regard to any representations made by the responsible authorities on the issue, also consider whether or not standing should be allowed. For example, there may be reduced risk for children in the stalls than at other levels or areas in the building.

Children in performances

There are many productions each year that are one-off shows where the cast is made up almost entirely of children. They may be taking part as individuals or as part of a drama club, stage school or school group. The age of those involved may range from 5 to 18.

The Children (Performances) regulations 1968 as amended set out requirements for children performing in a show. Conditions will not duplicate those regulations. However, if it is necessary to consider imposing conditions, in addition to these requirements, for the promotion of the protection of children from harm then the matters outlined below will be considered:

- Venue – the backstage facilities should be large enough to accommodate safely the number of children taking part in any performance.
- Fire safety – all chaperones and production crew on the show should receive instruction on the fire procedures applicable to the venue prior to the arrival of the children.
- Special effects – it may be inappropriate to use certain special effects, including smoke, dry ice, rapid pulsating or flashing lights, which may trigger adverse reactions especially with regard to children.
- Care of children – theatres, concert halls and similar places are places of work and may contain a lot of potentially dangerous equipment. It is therefore important that children performing at such premises are kept under adult supervision at all times including transfer from stage to dressing room and anywhere else on the premises. It is also important that the children can be accounted for at all times in case of an evacuation or emergency.

USEFUL CONTACTS

Neighbourhood and Adult Services
 Business Regulation
 Licensing Office
 Reresby House
 Bow Bridge Close
 Rotherham
 S60 1BY

Tel: 01709 823153

Fax: 01709 823154

Email: licensing@rotherham.gov.uk

Website: www.rotherham.gov.uk

Food, Health, Safety & Infectious Diseases	Reresby House Bow Bridge Close Rotherham S60 1BY	01709 823126
Community Protection (inc Noise Control)	Reresby House Bow Bridge Close Rotherham S60 1BY	01709 823118
<u>Environment and Development Services</u>		
Planning	Bailey House Rawmarsh Road Rotherham S60 1TD	01709 823863
Building Control	Bailey House Rawmarsh Road Rotherham S60 1TD	01709 823847
Development Control	PO Box 652 Rotherham S60 9DE	01709 823835
Transport, Planning and Policy	Bailey House Rawmarsh Road Rotherham S60 1TD	01709 822958
Children and Young Peoples Services	Norfolk House Walker Place Rotherham S65 1HX	01709 254925
Town Centre Management And Tourism	40 Bridgeway Rotherham S60 1PQ	01709 835904

South Yorkshire Police	Main Street Police Station Main Street Rotherham S60 1QY	01709 832154
South Yorkshire Fire and Rescue	Rotherham Technical Fire Safety Rotherham Fire Station Fitzwilliam Road Rotherham S65 1FT	01142 532825
Rotherham Trading Standards	Reresby House Bow Bridge Close Rotherham S60 1BY	01709 334521
Licence Watch	Unit 2 Genesis Park 2 Sheffield Road Templeborough Rotherham S60 1DX	01709 386200

Useful Websites

Association of Convenience Stores	www.thelocalshop.com
Alcohol Concern	www.alcoholconcern.org.uk
Bar, Entertainment and Dance Ass	www.beda.org.uk
British Beer and Pub Ass.	www.beerandpub.com
British Institute of Innkeeping	www.bii.org.uk
Department for Culture Media And Sport	www.culture.gov.uk
Gambling Commission	www.gamblingcommission.gov.uk
British Retail Consortium	www.brc.org.uk
Wine and Spirit Trade Association	www.wsta.org.uk
Local Crime and Disorder Reduction Partnerships	www.crimereduction.gov.uk
Association of Police Authorities	www.apa.police.uk
Anti-Social Behaviour Guides	www.together.gov.uk
Smoke Free Legislation	www.smokefreeengland.co.uk
Business Link	www.businesslink.gov.uk

ROTHERHAM METROPOLITAN BOROUGH COUNCIL

LICENSING ACT 2003
GUIDANCE FOR APPLICANTS

Guidance notes on when a licence is needed and how to make an application are available from the Licensing Office on request.

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APPENDIX G

PUBLIC SAFETY GUIDANCE NOTE

Applicants are required to satisfy the Council that appropriate measures have been taken to ensure the safety of the public whilst on the premises. Details of the steps taken to achieve this objective must be contained within the operating schedule submitted with the application for a premises licence.

Public safety issues to be considered in drawing up operating schedules will vary according to the types of activities to be held on the premises but will generally include the following matters:

- Fire safety issues including:
 - Means of escape in case of fire
 - Travel distances
 - Alarms
 - Detection capabilities
 - Emergency lighting
 - Fire suppressing systems
 - First aid/fire fighting equipment
 - Enclosure of escape routes
 - Fire doors
 - Exit signage
 - Facilities for disabled evacuation
 - Layouts for temporary seating
 - Access and facilities for fire fighting
 - Fire resisting enclosures to high risk rooms
 - Operation of fire safety systems within the premises
 - Surface spread of flames ratings to walls and ceilings
 - Fire retardant treatments for drapes, furnishings and decorations etc
 - General fire precautions

Management arrangements including:

- Personal emergency and evacuation plans and disabled evacuation
- Evacuation procedures
- Entry/egress control
- Staff training
- Equipment testing and records
- General housekeeping
- Incident logs
- Checking availability of exit routes and final exit doors prior to occupation of the building

General structural safety including:

- Stability of external and internal walls
- Condition of floors, roof members, beams, mezzanine floors, stairs, lintels, ceilings and any other structural elements.

Fire resistance of the same

Safety of fixed appliances:

- Guarding to fires in public places
- Boiler flues and combustion air

Safety of stairs, ramps etc:

- Guarding to stairs, landings, ramps and changes in level
- Robustness of guarding to areas subject to crowd loading
- Condition of stairs and ramps
- Headroom to stairs, ramps and escape routes
- Steepness of stairs – rise and going of treads
- Clear indication of floor surfaces
- General condition of floor surfaces (e.g. trip hazards, non slip surfaces)
- Provision of safety glazing in critical locations

Access and facilities for disabled people, elderly/infirm, parents with children:

- Provision of reasonable access
- Provision of reasonable facilities
- Adequate signage, lighting contrasts
- Provision of communication

Certification by a suitably qualified person may be required in respect of any of the above items.

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Health and Safety Guidance

Licensing Applications

Applicants are required by law to protect the health and safety of their employees and anyone on their premises. The following information has been produced to help you to fulfil your duties. Leaflets providing further detailed guidance are enclosed. A list of useful further reference guides is provided overleaf.

- As an employer or self-employed person you are responsible for carrying out a risk assessment. This involves identifying any hazards in your workplace that may affect anyone (e.g. members of the public, visitors and employees) and taking suitable precautions to prevent them causing harm. The enclosed leaflet gives guidance on the five steps to carrying out a suitable risk assessment.

Where you have five or more employees, you are required to record the findings of your risk assessment.

You must consider all hazards in your risk assessment, including those affecting public safety. The following are examples of issues that should be considered as part of your risk assessment if they are applicable to your premises/work activities:

- Adequate guarding to stairs, landings, ramps and changes in level
- The provision of handrails to staircases
- Non-slip coverings to floors, stairs and ramps
- Floor coverings, stairs, external grounds and ramps in good condition
- Adequate headroom to stairs, ramps and escape routes
- Steepness of stairs
- Clear indication in changes in floor level and changes in floor coverings
- Provision of safety glazing where appropriate
- Safety and maintenance of electrical installations and appliances
- Guarding to fires in public places
- First aid and accidents

FACT: Slips and trips are one of the most common causes of injuries in work places and you must do all you can to prevent them (see enclosed leaflet).

- If you will be holding events at your premises, a risk assessment must be carried out for each event. The Health and Safety Executive produces a guidance document on Event Safety (see references).
- If you have five employees or more you are required by law to produce a written health and safety policy statement. The organisation and arrangements for carrying out the policy should be included in the statement and it must be brought to the attention of all employees. A guidance leaflet is enclosed.

If you require further advice on Health and Safety matters, please contact our Food, Health and Safety, Infectious Diseases Team on 01709 823174. We have a range of free information sheets and leaflets covering various health and safety issues.

Useful Free Information leaflets

An introduction to Health and Safety (INDG259)

Take a fresh look at Health and Safety (INDG385)

5 Steps to Risk Assessment (INDG163)

Managing Health and Safety – 5 Steps to Success (INDG275)

Starting your business – Guidance on preparing Health and Safety Policy Document for small firms (INDG324)

Electrical Safety and You (INDG231)

Electrical Safety for Entertainers (INDG247)

Gas Appliances – Get them checked – Keep them safe (INDG238)

Preventing Slips and Trips at Work (INDG225(rev1))

Getting to grips with manual handling (INDG143(rev2))

Other Useful Guidance: The following publications can be obtained from HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA (Tel: 01787 881165).

The Event Safety Guide (HSG95) ISBN: 0 7176 2453 60

Working Together on Firework Displays (HSG123) ISBN: 0 7176 2478 1

Giving your own Firework Display (HSG124) ISBN: 0 7176 0836 0

Managing Crowds Safely (HSG154) ISBN: 0 7176 1834 X

Electrical Safety at Places of Entertainment (GS50) ISBN: 0 7176 1387 9

The Radiation Safety of Lasers used for Display Purposes (HSG95) ISBN: 0 7176 0691 0

Essentials of Health and Safety at Work ISBN: 0 7176 0716 X

Guidance on writing a Health and Safety Policy for the Licensed Trade is available from Federation of Licensed Victuallers Associations, Brighouse, 01484 710534

There are many health and safety information sources available to you to assist you to ensure good health and safety management at your premises. If you need any further information or advice – please contact Food, Health, Safety and Infectious Diseases on 01709 823126.

APPENDIX I

Guidance Note for Applicants in relation to Noise from Licensed Premises

These notes should be read in conjunction with Rotherham Council's Licensing Policy.

What is noise? Noise is, quite simply, unwanted sound. What is music to one person may be noise to another. Music and sound being played and generated in your premises may be enjoyed by your customers but is unlikely to be enjoyed by your neighbours.

Why do I need to be concerned about noise? Because the prevention of public nuisance is one of the objectives of the Licensing Policy and the minimisation of noise transmission from any licensed premises is fundamental to this objective.

Do I need the services of a Noise Consultant? Under normal circumstances no, however where noise control has been a problem in the past or is likely to be, and the solution to the problem is not easily resolved, you may require expert help and advice. Officers for the Community Protection Team will be able to undertake a comprehensive assessment of the problem. In situations where substantial changes or new build is being undertaken, it is recommended that a consultant be employed at the design stage.

The following issues should be considered when making an application for a licence.

The type of structure in which the entertainment is performed. If, for example, amplified music from either a live band or recorded music played by a DJ or karaoke is proposed, then it will be more intrusive to neighbours if residential properties or other noise sensitive properties, are attached or in close proximity. Sound is transmitted both through the air and via the structure of buildings, so if buildings are attached to your premise then noise may be transmitted by both these paths. If you occupy a public house in a row of terraced properties and wish to play amplified music it is highly likely your neighbours will be affected by the noise and consideration will have to be given to reducing the noise level, location of the speakers, and restriction of the hours of entertainment. Whereas if you occupy a public house which is detached and has no properties in the immediate vicinity you may not have to impose as many restrictions.

Doors and windows. Open doors and windows can be a particular problem in warmer weather when they are opened for ventilation. Windows may have to be kept closed when entertainment is taking place and an alternative form of ventilation such as air conditioning may have to be considered. Alarms may be fitted to windows to warn of customers opening windows. Secondary glazing may have to be installed, particularly if windows face noise sensitive property. Premises which have conservatories can be problematic where amplified music is played and consideration may have to be given to the provision of patio doors to the access to reduce noise emission. External doors may have to be provided with a lobby and a second set of doors to minimise noise emissions.

Extractor fan outlets and air bricks. Any holes in the fabric of the building can transmit noise and consideration needs to be given to the location of ventilation ducts and air grates in relation to noise sensitive properties. Silencers may have to be fitted to the outlets of ventilation ducts and acoustic louvers may have to be fitted to air grates.

Location and orientation of speakers. Speakers should be located away from party walls and orientated away from neighbouring properties. Where noise is transmitted to the structure, the speakers could be placed on a foam mat, or if they are suspended, hanging the speakers on spring hangers.

Level of the music. Music being played too loud is the most common reason for complaint with regard to entertainment. If the music is reduced to a level, which cannot be heard in adjacent premises, then it will not be a problem. Sound limiting devices can be installed in premises to prevent the sound level within premises to prevent the sound level within premises exceeding a pre-determined level.

Restricting the hours of entertainment. There may be some events, which give rise to noise levels which can be heard in adjacent properties. These are likely to be the one off events, held infrequently and in outdoor locations, such as pop concerts. In these circumstances, as well as reducing the noise level to an acceptable level, restricting the hours of entertainment will be necessary.

Outdoor sources of noise. The hours of use of outdoor children's play areas, garden areas, balcony areas which are adjacent noise sensitive properties, may have to be restricted in the evening, to prevent undue disturbance. Use of such areas after 21.00 is not recommended.

Useful documents

Good Practice Guide on Control of Noise from Pubs and Clubs – Institute of Acoustics 2003.

Code of Practice on Environmental Noise at Concerts – Noise Council 1995.

Contacts

Community Protection
(inc Noise Control)

Reresby House
Bow Bridge Close
Rotherham S60 1BY

01709 823118

APPENDIX J

Protection of Children from Harm

Example Risk Factors and Potential Control Measures Table
(To be read in conjunction with Appendix D of this Document)

Risk Factors		Potential Control Measures
1.	Any entertainment or services (regulated or otherwise) that are/include that of an adult or sexual nature.	<ul style="list-style-type: none"> • People under 18 not admitted or taking part in the entertainment/services (including staff if under 18). • Action to be taken if a person under 18 is discovered on the premises, which help ensure their protection from harm. • Measures for ensuring non-admission such as door supervision, age checks (including staff). • Sufficient screening of the relevant entertainment/services from view of those under 18 (including staff) e.g. smoked windows, doors closed. • Clear signage that entertainment/services are occurring which are not suitable for under 18s. • Specify type of entertainment that will be provided (e.g. Lap Dancing Clubs)
2.	Entertainment or services include strong and offensive language.	<ul style="list-style-type: none"> • People under 18 not admitted (including staff). • People under 18 not within hearing distance. Soundproofing may be required. • Measure for ensuring non-admission such as door supervision, age checks (including staff). • Clear signage that entertainment/services are occurring which are not suitable for under 18s.

3.	Convictions for underage sales of alcohol	<ul style="list-style-type: none"> • People under 18 not admitted (including staff). • Evidence of suitable staff training and age identification scheme in place and followed. • Signs provided informing customers that sales will not be made to under 18s and that age identification may be required.
4.	Known reputation for underage drinking.	<ul style="list-style-type: none"> • People under 18 not admitted (including staff). • Evidence of suitable staff training and age identification scheme in place and followed. • Signs provided informing customers that sales will not be made to under 18s and that age identification may be required.
5.	Known association with drug taking or dealing.	<ul style="list-style-type: none"> • People under 18 not admitted (including staff). • Evidence of measures taken to prevent drug taking and dealing.
6.	Strong element of gambling on the premises.	<ul style="list-style-type: none"> • People under 18 not admitted (including staff). • Measures to screen the gambling activity off from children.

7.	Children and performances	<ul style="list-style-type: none"> • Suitability and number of supervisors including care of children as they move from stage to dressing room etc. and to ensure that all children can be accounted for in case of an evacuation or emergency. • Suitability of the venue, for example, to ensure it can accommodate safely the numbers of children intended. • Fire safety, for example, that all chaperones and crew receive instruction on the fire procedures applicable to the venue prior to the arrival of the children. • Special effects, as some may be inappropriate and may trigger adverse reactions in children, particularly e.g. flashing lights, dry ice, smoke, etc. • Note: See The Children (Performances) Regulations 1968 as amended, but do not duplicate provisions.
8.	Entertainment aimed at children	<ul style="list-style-type: none"> • Suitability and number of supervisors (see Statutory Guidance Annex F and also Appendix D of this document). • Measures to ensure that seating/standing arrangements for children are suitable.
9.	Concerns regarding admitting children to films that have been classified as beyond suitability for children's age.	<ul style="list-style-type: none"> • Staff training and age identification procedures. • Signage to explain that children will not be admitted to film showings which are not suitable for their age group, and that adults should not purchase tickets on children's behalf in this respect (see Appendix D of this document).
10.	Previous known concerns about danger to children at the premises.	<ul style="list-style-type: none"> • Measures to counter these specific dangers. • State whether there have been any previous concerns about danger to children on your premises and specify these concerns. • What action have you taken to counteract them.
11.	Child-orientated premises located closed to adult-orientated premises.	<ul style="list-style-type: none"> • Identification of any risks and control measures in place.

12.	History of lack of suitability of age-identification procedures used on the premises.	<ul style="list-style-type: none"> • People under 18 not admitted. • Evidence of suitable staff training and age identification scheme in place and followed. • Signs provided informing customers that sales will not be made to under 18s and that age identification may be required.
13.	Potential concerns regarding proposed staff customer and/or staff: children ratios.	<ul style="list-style-type: none"> • Measure to address these concerns
14.	Potential concerns regarding qualifications of staff employed to look after children.	<ul style="list-style-type: none"> • Requirement for Criminal Records Bureau (CRB) checks for staff employed to look after children. • Evidence of suitable training/experience.
15.	Risk of children visiting the premises unaccompanied.	<ul style="list-style-type: none"> • Evidence of training and procedures to deal with such situations where they are deemed to be of potential harm to children.
16.	Living accommodation for children on the premises.	<ul style="list-style-type: none"> • Assessment of potential risks and control measures in place.
17.	Likelihood of premises attracting extremes of age groups.	<ul style="list-style-type: none"> • Assessment of potential risks and control measures in place.
18.	Close proximity of premises to 'child sensitive' properties.	<ul style="list-style-type: none"> • Assessment of potential risks and control measures in place.
19.	Lack of appropriate welfare facilities for children on premises (e.g. First Aid, toilets)	<ul style="list-style-type: none"> • Welfare facilities provided.
Risk Factors		Potential Control Measures
20.	There is a risk of physical, moral or psychological harm to children.	<ul style="list-style-type: none"> • Assessment of potential risks and control measures in place.
21.	Children under 18 employed on premises where there is evidence of binge/underage drinking, drug dealing/taking, significant gambling or entertainment/services of an adult/sexual nature provided.	<ul style="list-style-type: none"> • Restriction of that employment • Persons under 18 not admitted.
22.	Concerns regarding child abuse on premises.	<ul style="list-style-type: none"> • Staff are familiar with reporting concerns to line manager who in turn should (if appropriate) contact The Children's Social Care Access Team on 01709 823987.

This document has been produced with the help of LACORS (Local Authorities Co-ordinators of Regulatory Services) and the ADSS (Association of Directors of Social Services).

THE LICENSING ACT 2003

Film Classification Guidelines

This document is available on request from the address below.

Neighbourhood and Adult Services
Business Regulation
Licensing Office
Reresby House
Bow Bridge Close
Rotherham
S60 1BY

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LICENSING OFFICE POLICY ON REGULATING AND LICENSING EVENTS AND ACTIVITIES

The Licensing Office

Rotherham Metropolitan Borough Council sees its role as one of being available to assist the organisers and promoters of events to comply with their legal responsibilities so that they are successful, safe and enjoyable for all.

Our overall approach to regulating and enforcing the legislation is therefore to protect the safety, health and comfort of both those who may wish to participate in events and also the interests and residential amenity of nearby residents and businesses. This approach will help to maintain public confidence in the Borough as a place to seek entertainment and services and ultimately, therefore is in the interests of businesses, charities and the organisers of events.

The Council's Licensing Office is responsible for processing, issuing, and in conjunction with our Community Protection Unit, ensuring compliance with a wide variety of licences and permits. These are listed at the back of this Policy.

For the above reason, the Licensing Unit, together with the Council as a whole has committed itself to the principles of the Enforcement Concordat as set out below.

The Principles of Good Enforcement: Policy and Procedures.

This document sets out what business interests, organisers of entertainment, events, collections, other activities requiring licences, permits or permissions from the Council can expect from the Licensing Office and Community Protection Team.

The primary aim of the licensing legislation and therefore the Licensing Office and the Community Protection Team is to protect the public, the environment and groups such as consumers, beneficiaries and customers. At the same time carrying out enforcement functions in an equitable, practical and consistent manner helps to promote a thriving national and local economy. The Licensing Office and Community Protection Team are committed to these aims, to maintaining a fair and safe trading environment and also to ensuring that the Borough is an enjoyable place to live, work and play.

The effectiveness of legislation in protecting consumers or sectors of society depends crucially on the compliance of those regulated. The Council recognise that most people want to comply with the law and will take care to help business, event organisers and others to meet their legal obligations without unnecessary expense, while taking firm action, including prosecution where appropriate, against those who flout the law or act irresponsibly. All citizens reap the benefits of this policy through better information, choice and safety.

The Council and the Licensing Unit have adopted the Central and Local Government Concordat on Good Enforcement. Included in the term "enforcement" are advisory visits and generally with compliance as well as licensing and formal enforcement action. By adopting the Concordat the Licensing Unit commits its officers to the following policies and procedures.

The Principles of Good Enforcement:

Openness

The Council will provide information and advice in plain language on the rules that apply and will disseminate this as widely as possible. The Council will be open about how work is dealt with, including any charges that are set, consulting businesses, voluntary organisations, consumers and other interested parties. Anyone experiencing difficulties or requiring information on general issues, specific compliance failures or problems can discuss them with the Licensing Office staff.

Helpfulness

Prevention is better than cure and our role therefore involves actively working with business and event organisers, especially individuals or small scale concerns to advise on and assist with compliance. A courteous and efficient service will be provided and our staff will identify themselves by name.

A contact point and telephone number will be provided for further dealings with us and concerned parties are encouraged to seek further advice/information from us. Applications for approval of establishments, licences, registration etc will be dealt with efficiently and promptly. Wherever practicable all other agencies that are able to take enforcement action will be effectively co-ordinated to minimise unnecessary overlaps and time delays.

Proportionality

Costs of compliance for business will be minimised by ensuring that any action required is proportionate to the risks. As far as the law allows, account will be taken of the circumstances of the case and the attitude of the operator or organiser when considering action.

Particular care will be taken to work with small concerns and voluntary and community organisations so that they can meet their legal obligations without unnecessary expense, where practicable.

Consistency

Duties will be carried out in a fair, equitable and consistent manner (with an inclusive approach to equal rights and applying the principles of the Human Rights Act). While officers are expected to exercise judgement in individual cases, we will have arrangements in place to promote consistency, including effective arrangements for liaison with other authorities and enforcement bodies.

Complaints about the service

Well publicised, effective and timely complaints procedures easily accessible to business, the public, employees and consumer groups are in place. In cases where disputes cannot be resolved any right of complaint or appeal will be explained, with details of the process and the likely timescales involved.

The Principles of Good Enforcement: Procedures

Advice from an officer will be put clearly and simply and will be confirmed in writing, on request, explaining why any remedial work is necessary and over what timescale and making sure that legal requirements are clearly distinguished from best practice advice.

Before formal enforcement action is taken, officers will provide an opportunity to discuss the circumstances of the case, and if possible, resolve points of difference unless immediate action is required (for example in the interests of health and safety where there is a serious danger to public safety or the environment or to prevent evidence being destroyed).

Where immediate action is considered necessary, an explanation of why such action is required will be given at the time (where it is reasonably practicable to contact the person responsible for the premises or the event) but will be confirmed in writing, in most cases within 5 working days and, in all cases within 10 working days.

Where there are rights of appeal against formal action, advice on the appeal mechanism will be clearly set out in writing at the time the action is taken or when notifying you of the decision (whenever possible this advice will be issued with the decision letter or enforcement notice).

The Licensing Units Policy on Formal Enforcement

Where it comes to our attention that breaches of licensing requirements are taking place, then generally these will be discussed with the alleged person(s) responsible. Our approach will be to explain why the Council takes this seriously and to give a reasonable period for the operator to rectify this and outline the consequences for failure to do so. Arrangements made will be set down in writing so that there is no uncertainty about what is required and the timescales involved.

There may be circumstances where it is necessary to take immediate action to resolve the issue. This will generally be the case where there is an immediate and serious risk to the health or safety of the public or of a potentially serious and unacceptable risk of noise or environmental pollution.

In assessing the degree of risk consideration will be given to the views of agencies such as the Police, Fire Authority, Ambulance Service and the Councils own Building Consultancy and Environmental Health Services so that we can take a coordinated approach.

Particular care will be taken to assist and explain the legal requirements to community, voluntary, charitable or other non-profit making groups.

Where it is clear that individuals, companies or groups have previously had breaches of licensing requirements pointed out to them then almost invariably legal action will be taken against them for subsequent breaches. Those organisations supported by large breweries or national chains etc are expected to have a higher level of knowledge of licensing requirements than others and this will be taken into account when deciding what action is appropriate.

The Licensing Office works closely with other licensing authorities regionally and nationally in order to encourage consistency, so account will be taken of any verifiable information received from those sources about the previous conduct in other areas of those alleged to be in breach of licensing requirements.

Where events are taking place without a licence, the expectation is that these activities would cease immediately when this is pointed out to the organiser. This is because, in these circumstances we are unable to guarantee the safety of the public. Applications that may have been made subsequently will be processed as quickly as possible, no further events should take place unless or until a licence or permit is issued. Account will be taken of whether unlicensed activities have continued after this has been pointed out to the

organiser by the Council (or other partner agencies such as the Police), when deciding whether to take formal legal proceedings.

If there is an established right of appeal available to an alleged offender against any action proposed then our understanding of this right will be set out in writing. Individuals are advised to seek their own independent advice if in doubt.

Complaints

The Licensing Office welcomes and treats seriously any constructive feedback on the standard of service provided, as hopefully this will help inform improvements in the future and help make us more responsive.

Where you have a valid complaint the nature of this will be established and where possible it will be remedied without delay.

Complaints will be acknowledged within 2 working days with a full response in writing within 15 working days.

Responses will be in writing where there is appropriate and will always be so if you request this. An apology will be issued where the service is at fault.

If it is not possible to resolve the complaint to the satisfaction of the complainant then it will be referred to a more senior officer and/or complaints officer for investigation in line with the Council's procedures for dealing with complaints which can be viewed in the leaflet "Tell us your views – Customer complaints, comments and compliments".

For further information or advice please contact:-

Deborah Bragg, Licensing Manager
Tel: 01709 334524
Email: deborah.bragg@rotherham.gov.uk

The Licensing Office deals with all the following types of licensing matters:

- Adult Gaming Centres
- Family Entertainment Centres
- Bingo Halls
- Betting Offices
- Casinos
- Unlicensed Family Entertainment Centre Gaming Permits
- Club Gaming Permits
- Club Gaming Machine Permits
- Occasional Use Notices
- Temporary Use Notices
- Small Lotteries
- Alcohol Licensed Premises Notification of Intent to have Gaming Machines
- Alcohol Licensed Premises Gaming Machine Permits
- Street Collection Permits
- House to House Collections
- Approval of premises for Marriages/Civil Ceremonies

Sex Establishments
Scrap Metal Dealers
Motor Salvage Operators
Premises Licences
Temporary Event Notices
Personal Licences
Club Premises Certificates
Private Hire/Hackney Carriage Driver Licences
Hackney Carriage/Private Hire Vehicle Licences
Private Hire Operator Licences

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OFFENCES

OFFENCE	SECTION OF ACT	MAX PENALTY
Premises Licence		
Failing to notify change of name or address by premises licence holder or designated premises supervisor	33	£500
Failing to notify the Council that the Designated Premises Supervisor (DPS) has changed address (unless they have already notified us themselves)	33	£500
Failure to notify designated premises supervisor of determination of application for variation to premises licence	40	£1000
Where the DPS has said he wishes to be removed from the licence (and is also the holder of the Premises Licence), failing to give his licence to the Council or explain why he cannot do so	41	£1000
Failing to tell the DPS that a licence or interim authority has been granted	49	£1000
Failing to tell the DPS that an application has been made to transfer the Premises Licence	46	£1000
Failure to produce the licence at the Council's request within 14 days in the event of a determination notice, lapse etc.	56	£500
Failure to secure safe custody of or to display on premises the premises licence	57 (2) & (3)	£500
Failure to produce the premises licence or certified copy for examination to constable or authorised person	57 (7)	£500
Qualifying Clubs		
Failing to notify the Council of any alteration to the name, or the rules, of the Club	82	£500
Failing to notify the Council of cessation of authority to use the relevant registered address	83	£500
Failing to give the Council the Club Premises Certificate when required to do so for updating etc	93	£500
Failing to secure safe custody of or to display club premises or certifies copy	94 (5) & (6)	£500
Failing to ensure a summary of the Certificate (or a certified copy) AND a notice of the nominated person's position is prominently displayed	94 (4)	£500
Failing to produce the Certificate or certified copy when asked to do so by a constable or authorised person	94 (9)	£500
Obstructing an authorised person or constable wishing to enter and inspect an	96	£500

application for grant, variation or review		
OFFENCE	SECTION OF ACT	MAX PENALTY
Temporary Events Notices		
Obstructing an authorised officer from entering the premises to assess the impact on the crime prevention objective	108	£500
Failing to display the Temporary Event Notice, or keep it at the premises in the custody of the Premises User, or his nominee (either of whom must be present) – the notice of nomination must be displayed	109 (4)	£500
Failing to produce the Temporary Event Notice to a constable or authorised officer	109 (8)	£500
Personal Licences		
Failing to notify the Council upon application for a grant or renewal of a relevant offence or foreign offence	123	£2500
Failing to notify the Council of any change in name and address	127	£500
Failing to produce or notify the Court of the Personal Licence when being dealt with for a relevant offence	128	£500
Failing to notify the Council that you have been convicted of a relevant offence/foreign offence where the Court has not already done so	131	£500
Failure to produce licence for updating to Council within 14 days of notice	134	£500
General Offences		
Carrying on, or knowingly allowing the carrying on, of any licensable activities without a licence or Temporary Event Notice	135	Six months in prison and/or £20,000/forfeiture
Unauthorised exposure of alcohol for sale by retail	137	Six months in prison and/or £20,000/forfeiture
Possession of alcohol with intent to sell by retail or supply	138	£500/forfeiture
Knowingly allowing disorderly conduct on relevant premises	140	£10,000
Knowingly selling or attempting to sell or supply alcohol to, or allowing alcohol to be sold to, someone who is drunk	141	£1000
On relevant premises, knowingly obtains alcohol for consumption on those premises for a person who is drunk	142	£1000
When drunk or disorderly, failing to leave relevant premises when asked by a constable or other relevant person, or attempting to enter or re-enter having been asked not to	143	£200

OFFENCE	SECTION OF ACT	MAX PENALTY
Knowingly keeping or allowing to be kept, any goods on which duty has not been paid, or any other illegally imported goods, on relevant premises	144	£1000 plus forfeiture
Sale of alcohol by retail on or from a vehicle that is not permanently or temporarily parked	156	3 months in prison and/or £20,000
Knowingly selling or attempting to sell alcohol in contravention of a Magistrates Court order prohibiting the sale of alcohol on trains (this order can only be made on the application of a senior Police Officer, and only if necessary to prevent disorder)	157	3 months in prison and/or £20,000
Knowingly or recklessly making a false statement in, or in connection with, a licensing application	158	£5000
Allowing premises to be open where a review has been made and the licence has been revoked: until the time limit for appeal, or the appeal has been dealt with	168	3 months in prison and/or £20,000
Intentionally obstructing an authorised person wishing to enter the premises to see if a licensable activity being carried on	179	£1000
Closure Order Offences		
Knowingly keeping, or allowing to be kept open, premises subject to an "identified area" closure order. A constable may use "such force as may be necessary for the purpose of closing the premises..."	160	£1000
Permitting relevant premises to be open in contravention of a closure order on identified premises	160	3 months in prison and/or £20,000
Permitting relevant premises to be open in contravention of a Magistrates Court closure order	165	3 months in prison and/or £20,000
<i>Note: A constable may use such force as may be necessary to close premises so they comply with a Closure Order, but will not be liable for damages for act or omission, unless you can prove bad faith or a breach of section 6(1) of the Human Rights Act</i>		
Underage Offences		
Knowingly allowing an unaccompanied child on premises exclusively or primarily being used for the supply of alcohol for consumption on the premises	145	£1000
Allowing an unaccompanied child to be on relevant premises between midnight and 5.00am when the premises are being used for the purpose of supplying alcohol for consumption there	145	£1000
Selling alcohol to a person aged under 18	146	£5000

OFFENCE	SECTION OF ACT	MAX PENALTY
Knowingly allowing the sale or supply of alcohol on relevant premises to a person aged under 18	147	£5000
Knowingly allowing alcohol to be supplied to, or to the order of, a Club Member who is under 18, or to the order of a Member, to someone under 18	147	£5000
Sale or supply of liqueur confectionary to a child under 16	148	£500
Attempting to buy alcohol when aged under 18 (unless sent by a constable or trading standards officer)	149	£1000
Being supplied with alcohol by a Club you are a member of, by or on behalf of the Club, because of some act or default of yours, or attempting to have alcohol supplied to you or to your order by or on behalf of your club	150	£1000
Buying, or attempting to buy alcohol on behalf of a person aged under 18	151	£5000
Being a Club Member and making an arrangement for alcohol to be supplied to a person under 18, or attempting to make such arrangements	149 (3)	£5000
Buying, or attempting to buy, alcohol for consumption on relevant premises by a person aged under 18: or having (but act or default) alcohol supplied to him or to his order, for consumption on the premises by a person aged under 18	149 (4)	£5000
Knowingly consuming alcohol on relevant premises	150	£5000
Knowingly allowing consumption of alcohol on the premises by a person aged under 18	150 (2)	£5000
Knowingly delivering alcohol sold or supplied on the premises to a person aged under 18 (also applies to clubs)	151	£5000
Knowingly allowing someone else to deliver alcohol sold on relevant premises to a person aged under 18	151	£5000
Knowingly allowing a person aged under 18 to sell alcohol or supply alcohol – does not apply where the alcohol is sold for consumption with a table meal in premises used for service of table meals	153	£200